

**SUPPORTING STATEMENT FOR
INFORMATION COLLECTION REQUEST NUMBER 1772.03
“INFORMATION COLLECTION ACTIVITIES ASSOCIATED WITH EPA’S ENERGY
STAR PROGRAM IN THE COMMERCIAL AND INDUSTRIAL SECTORS”**

January 21, 2003

TABLE OF CONTENTS

1. IDENTIFICATION OF THE INFORMATION COLLECTION

| | | |
|------|---|---|
| 1(a) | Title of the Information Collection | 1 |
| 1(b) | Short Characterization and Abstract | 1 |

2. NEED FOR AND USE OF THE COLLECTION

| | | |
|------|---|----|
| 2(a) | Need and Authority for the Collection | 7 |
| 2(b) | Practical Utility and Users of the Data | 10 |

3. NONDUPLICATION, CONSULTATIONS, AND OTHER COLLECTION CRITERIA

| | | |
|------|---|----|
| 3(a) | Nonduplication | 13 |
| 3(b) | Public Notice Required Prior to ICR Submission to OMB | 13 |
| 3(c) | Consultations | 13 |
| 3(d) | Effects of Less Frequent Collection | 13 |
| 3(e) | General Guidelines | 16 |
| 3(f) | Confidentiality | 16 |
| 3(g) | Sensitive Questions | 16 |

4. THE RESPONDENTS AND THE INFORMATION REQUESTED

| | | |
|------|-------------------------------------|----|
| 4(a) | Respondents and SIC Codes | 17 |
| 4(b) | Information Requested | 46 |

5. THE INFORMATION COLLECTED—AGENCY ACTIVITIES, COLLECTION METHODOLOGY, AND INFORMATION MANAGEMENT

| | | |
|------|---|----|
| 5(a) | Agency Activities | 59 |
| 5(b) | Collection Methodology and Management | 62 |
| 5(c) | Small Entity Flexibility | 62 |
| 5(d) | Collection Schedule | 62 |

6. ESTIMATING THE BURDEN AND COST OF THE COLLECTION

| | | |
|------|--|----|
| 6(a) | Estimating Respondent Burden | 65 |
| 6(b) | Estimating Respondent Costs | 65 |
| | (i) Estimating Labor Costs | 65 |
| | (ii) Estimating Capital and Operations and Maintenance (O&M) Costs | 65 |
| 6(c) | Estimating Agency Burden and Cost | 65 |
| 6(d) | Estimating the Respondent Universe | 66 |
| 6(e) | Bottom Line Burden Hours and Cost Tables | 82 |
| | (i) Respondent Tally | 82 |
| | (ii) Agency Tally | 82 |
| 6(f) | Reasons for Change in Burden | 83 |
| 6(g) | Burden Statement | 84 |

EXHIBITS

| | |
|--|----|
| Exhibit 1: Estimated Annual Respondent Burden and Cost — ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities | 70 |
| Exhibit 2: Estimated Annual Respondent Burden and Cost — ENERGY STAR Program: Portfolio Manager | 72 |
| Exhibit 3: Estimated Annual Respondent Burden and Cost — ENERGY STAR Program: Milestones | 74 |
| Exhibit 4: Estimated Annual Respondent Burden and Cost — ENERGY STAR Program: ENERGY STAR Awards | 75 |
| Exhibit 5: Estimated Annual Agency Burden and Cost — ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities | 76 |
| Exhibit 6: Estimated Annual Agency Burden and Cost — ENERGY STAR Program: Portfolio Manager | 78 |
| Exhibit 7: Estimated Annual Agency Burden and Cost – ENERGY STAR Program: Milestones | 80 |
| Exhibit 8: Estimated Annual Agency Burden and Cost – ENERGY STAR Program: ENERGY STAR Awards | 81 |

TABLES

| | |
|---|----|
| Table 1: Total Estimated Respondent Burden and Cost Summary | 82 |
| Table 2: Total Estimated Agency Burden and Cost Summary | 83 |
| Table 3: Comparison of Total Annual Hours under ICR 1772.02 and 1772.03 | 84 |

1. IDENTIFICATION OF THE INFORMATION COLLECTION

1(a) Title and Number of the Information Collection

This ICR is entitled "Information Collection Activities Associated with EPA's ENERGY STAR Program in the Commercial and Industrial Sectors," ICR number 1772.03. This ICR is a renewal of the previously approved ICR entitled, "Information Collection Activities Associated with EPA's ENERGY STAR Buildings Program," ICR number 1772.02. In preparing ICR 1772.03, EPA revised the title to better reflect the current organization of ENERGY STAR Programs.

1(b) Short Characterization or Abstract

The U.S. Environmental Protection Agency (EPA) created ENERGY STAR as a voluntary program to encourage organizations to prevent pollution rather than controlling it after its creation. The Program focuses on reducing utility-generated emissions by reducing the demand for energy. In 1991, EPA launched the Green Lights program to encourage corporations, State and local governments, colleges and universities, and other organizations to adopt energy-efficient lighting as a profitable means of preventing pollution and improving lighting quality. Since then, EPA has rolled Green Lights into ENERGY STAR and expanded ENERGY STAR to encompass organization-wide energy performance improvement, such as building technology upgrades, product purchasing initiatives, and employee training. At the same time, EPA has streamlined the reporting requirements of ENERGY STAR and focused on providing incentives for improvements (e.g., ENERGY STAR Awards Program). EPA also makes tools and other resources available over the Web to help the public overcome the barriers to evaluating their energy performance and investing in profitable improvements.

This ICR examines the information collections under the ENERGY STAR Program in the commercial and industrial sectors. Sections 1 through 5 of this document describe the collections (e.g., from the standpoint of need and use/utility of the information collected). The sections also describe respondent and Agency activities. In Section 6, EPA estimates the total annual hour and cost burden to respondents and the Agency under the collections.

ENERGY STAR IN THE COMMERCIAL AND INDUSTRIAL SECTORS

The ENERGY STAR Program consists of the following participant groups:

- Commercial and Industrial (C&I) Sector Partners. This participant group includes businesses and other organizations in such fields as commercial and corporate real estate, education, government, healthcare, hospitality, industry, and retail. Organizations of all

sizes are encouraged to join the Program, including Small Businesses.¹ Partners make a corporate commitment to achieving energy efficiency in their buildings.

- Service and Product Provider (SPP) Partners. This participant group includes companies interested in providing energy efficient products and services in the commercial and industrial markets. This group includes energy services companies, unregulated energy retailers and marketers, engineers, architects, energy consultants, contractors, distributors, manufacturers, commercial lenders, and any other providers of energy efficiency and performance improvement related products and/or services.
- Endorsers. This participant group commits to deliver the ENERGY STAR message to broad audiences in the C&I markets and educate their members about the benefits of energy efficiency. Endorsers include associations and similar organizations that work with their members to set goals to reduce energy usage sector-wide.
- Regional Energy Efficiency Program Sponsor (REPS) Partners. This participant group includes utilities; national, regional, State, or local government entities; or other organizations involved in coordinating and/or administering an energy-efficiency program or environmental education campaign that promotes or intends to promote ENERGY STAR qualified products, and/or buildings.

In addition, Partners and any other interested party can help EPA promote energy-efficient technologies by evaluating the performance of their buildings. These parties can benchmark individual buildings by using EPA's on-line benchmarking tool, Portfolio Manager, and apply for ENERGY STAR Labels. If they can demonstrate and verify that an individual building meets the Labeling criteria, they will receive an ENERGY STAR plaque that they can display on the building.

The following paragraphs describe the information collections applicable to these groups.

¹ Within this group, EPA has streamlined involvement for Small Businesses to reduce their burden of participation. Under the Program, a "Small Business" is defined as a business, congregation, or nonprofit organization that has a facility, or facilities, of 100,000 square feet or less and is not governmental. Small Business Partners are generally subject to fewer terms and conditions under the Program than other Partners.

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

Organizations interested in joining ENERGY STAR are asked to submit a Letter or Agreement describing their commitment to promoting energy efficiency. They also may be asked or encouraged to undertake related activities, as described below.

Commercial and Industrial Sector Partners

In order to join ENERGY STAR, organizations in the commercial and industrial sectors are asked to complete and submit a Partnership Letter to EPA. These Partners agree to measure, track, and benchmark their organization's energy performance by using tools such as those offered by ENERGY STAR; develop and implement a plan to improve energy performance in their facilities and operations by adopting the strategy provided by ENERGY STAR (referred to as an energy management plan); and educate their staff and the public about the Partnership with ENERGY STAR, and highlight achievements with the ENERGY STAR Label, where available.

Service and Product Providers

SPPs interested in joining ENERGY STAR complete and submit a Partnership Agreement to EPA. These SPPs agree to follow the terms of the Agreement, where applicable and when it makes business sense (e.g., utilize tools offered by ENERGY STAR for the measurement and verification of energy performance improvements). The SPPs also identify program areas they agree to fulfill.

In addition, SPPs may complete and submit an Energy Service and Product Provider Directory form to EPA. EPA will use the information in the form to add the organization to the SPP Directory. Participation in the Directory is optional. The SPP Directory is updated yearly through mass emails to SPPs.

Regional Energy Efficiency Program Sponsors

REPS interested in joining ENERGY STAR are asked to complete and submit a Partnership Agreement. They agree to use the Partnership and the ENERGY STAR Label to promote energy performance as an easy and desirable option for organizations and consumers to prevent pollution, protect the global environment, and save on energy bills. They also identify program areas they agree to fulfill.

By joining the Program, REPS agree to participate in a number of information collections. They agree to submit all marketing materials and template designs developed for their ENERGY STAR promotions for EPA review. They agree to develop and submit a plan outlining the specific measures that they will take in cooperatively promoting ENERGY STAR. They also agree to

provide regular, written updates to ENERGY STAR, including annual input. Finally, they agree to notify EPA and/or Department of Energy (DOE) of a change in the designated responsible party.

Partner Evaluation

EPA may contact some of the Partners periodically to request feedback on their experiences, concerns, and suggestions regarding their Partnership. While EPA has identified several specific areas for evaluation, such as the effectiveness of Portfolio Manager training, usefulness of the Financial Value Calculator, and improvements in energy efficiency, the Agency has not yet developed specific questions or methods for collecting the information. EPA will determine these parameters based on a range of considerations (e.g., the number of Partners to be contacted, the number of questions to be asked, the nature of the questions) at such time that it seeks to collect the information. EPA believes Partner feedback is essential for the Agency to ensure that the Program effectively meets Partners' needs.

Small Businesses

Small Businesses who visit the ENERGY STAR Web site may sign up to receive the ENERGY STAR newsletter by providing their email address at the site. In each newsletter that is emailed, they would have the opportunity to be removed from the list if they no longer wanted to subscribe.

PORTFOLIO MANAGER

Benchmarking/Labeling

ENERGY STAR offers the public an opportunity to display the ENERGY STAR Label on their buildings if they meet certain energy performance criteria defined by EPA. The application for the ENERGY STAR Label plaque is submitted through EPA's benchmarking tool, Portfolio Manager. Eligible buildings with benchmark scores of 75 or higher may submit information to EPA to apply for Labels. The application consists of an on-line application, as well as a score report and Letter of Agreement (LOA).²

² Since the previous ICR, the score report has been renamed as the "Statement of Energy Performance."

Information for the Development of New Space Types

EPA expects to increase the number of space-use types available to be benchmarked in Portfolio Manager and eligible for earning an ENERGY STAR Label. Through initial data collection, EPA will collect information from participating organizations in order to build an historical account of energy use for new space type analysis. EPA may ask for information about energy use, building characteristics, and other parameters that will help to add new space-use types. To beta test the accuracy of the statistical analysis, EPA will collect information from participating organizations in order to test the model to ensure that it produces relevant results.

User Evaluation

EPA expects to contact a number of users of Portfolio Manager to (1) collect information about the characteristics that lead to top energy performance by evaluating buildings that earn an ENERGY STAR Label and (2) measure the effectiveness and usability of Portfolio Manager as a Web-based tool. EPA intends to contact some of the Labeled buildings periodically to solicit information on the buildings' construction, equipment used in the buildings, building management, and involvement in ENERGY STAR. EPA will use this information to better understand the specific design, construction, and operating characteristics of Labeled buildings and how these characteristics contributed to the buildings' top energy performance. In addition, EPA intends to periodically contact some of the users of Portfolio Manager to solicit feedback on the effectiveness of the tool. EPA will use this information to evaluate and improve it as needed.

On-site Label Verification

EPA intends to visit a number of Labeled buildings for quality control purposes. EPA may confirm, for example, the accuracy of the information provided in the Label application. EPA may request facility documentation during the verification.

Target Finder

Organizations or individuals who are interested in setting an energy performance target for new building design can use the Target Finder tool available on the ENERGY STAR Web site. Target Finder is a Web-based software tool designed to assist architects, engineers and energy consultants with selecting an energy performance target for new design and comparing estimated energy consumption in the established target. The design team enters specific information into Target Finder (e.g., building information, space type, etc.) and generates a Statement of Energy Design Intent. The Statement of Energy Design Intent allows the team to determine how its building design compares to top performing buildings in the U.S.

MILESTONES

As part of the Partnership Letter, organizations commit to continuous improvement. To track Partners' progress against their goal, EPA provides organizations recognition incentives to meet specific targets, or "milestones," in energy performance improvements. These follow the Partnership Letter and include that they track and benchmark all of their buildings, and notify EPA of this accomplishment. The notification to EPA would include a print out from Portfolio Manager or their password to Portfolio Manager. The notification could be sent by letter, fax, or email.

EPA does not mandate reporting against these milestones, but rather requests that Partners who reach a target inform EPA by email or mail when they have met the energy improvement thresholds of 10, 20, and 30 percent. These follow-up notifications would include their score report from Portfolio Manager or their password.

ENERGY STAR AWARDS

Organizations interested in receiving recognition for their efforts in improving their energy performance may apply for an ENERGY STAR Award. EPA currently issues the following awards under the ENERGY STAR Program:

- Leadership in Energy Management - eligible organizations include C&I Partners.
- Excellence in Service Provider Performance - eligible organizations include SPPs.
- Excellence in Business and Institutional Outreach - eligible organizations include Endorsers.
- Regional, State, and Community Leadership in Energy Efficiency - eligible organizations include REPS.

In addition, Small Businesses may complete an application on-line or submit a hardcopy application to receive an award as part of their own recognition efforts.

2. NEED FOR AND USE OF THE COLLECTION

2(a) Need and Authority for the Collection

EPA's ENERGY STAR Programs are an important part of the overall effort to reduce greenhouse gas emissions. President Bush has made ENERGY STAR a key element of his National Energy Policy and his climate change initiative. ENERGY STAR is a voluntary Program aimed at preventing pollution rather than controlling it after its creation. The Program focuses on reducing utility-generated emissions by reducing the demand for energy.

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

Partnership Letter or Agreement

EPA needs to collect initial information from organizations to formally establish their Partnership in the Energy Star Program. The Partnership Letter is submitted by organizations in the C&I Sector that commit to adopting an energy strategy and make energy reductions to protect the environment. The Partnership Letter provides EPA with basic yet necessary information on the organizations (e.g., contact information). The Partnership Agreement is submitted by SPPs and REPS. These organizations agree to leverage ENERGY STAR by making it part of their own energy efficiency or to sell energy efficient products and services. The Partnership Agreement also provides basic yet necessary information on the organizations. Through the Partnership Agreement, REPS also commit to undertaking specified information collection activities.

Energy Management Plan

The Partnership Letter highlights the importance of an energy management plan as a necessary element of a Partner's strategy to improve its facilities' energy performance. EPA does not collect the plan, but provides a guidebook to assist in its development.

SPP Directory

EPA compiles information from SPP Partners to include in the Energy Service and Product Provider Directory. The Directory is a searchable Web database to provide the public with easy access to energy efficiency products and services. Businesses wishing to appear in this Directory are asked to submit a completed form that details their products and services, so it can be searched in a number of different ways.

Regional Energy Efficiency Program Sponsors

REPS submit marketing materials for ENERGY STAR promotions and a program plan so that EPA can ensure that these materials and related activities align with ENERGY STAR's goals and purposes. Additionally, EPA needs to collect information through regular, written updates and annual input in order to monitor progress.

Partner Evaluation

EPA collects information from selected Partners in the ENERGY STAR Program to evaluate the effectiveness of EPA in meeting their needs in increasing their energy efficiency. This information helps EPA to evaluate and improve the Program so that Partners' needs and expectations are met. For example, EPA intends to contact a number of Partners about the effectiveness of training EPA provides on how to use Portfolio Manager. EPA will use Partners' feedback to improve the training.

Small Businesses

EPA needs to collect the email address of Small Businesses to send them the newsletter.

PORTFOLIO MANAGER

Benchmarking/Labeling

Any organization may use Portfolio Manager to evaluate its building's energy performance. In addition, EPA needs to collect the benchmarking tool score report to issue ENERGY STAR Labels to facilities that verify they have met the criteria.

Information for the Development of New Space Types

EPA needs to collect information and conduct beta testing in the development of new space types in Portfolio Manager. Through initial data collection, EPA will collect information from participating organizations in order to build an historical account of energy use for new space type analysis. EPA may ask for information about energy use, building characteristics, and other parameters that will help to add new space-use types. To beta test the accuracy of the statistical analysis, EPA will collect information from participating organizations to test the model to ensure it produces relevant results.

User Evaluation

EPA intends to contact some of the Labeled buildings periodically to solicit information on the buildings' construction, equipment used in the buildings, building management, and involvement in ENERGY STAR. EPA will use this information to better understand the specific design, construction, and operating characteristics of Labeled buildings and how these characteristics contributed to the buildings' top energy performance. In addition, EPA needs to collect information from some of the users of Portfolio Manager to measure the effectiveness and usability of Portfolio Manager as a Web-based tool. Based on this information, EPA will identify and make needed improvements to the tool.

On-site Label Verification

EPA may need to collect information from Labeled buildings as part of the on-site Label verification process. This information is used to help EPA maintain quality control of the Labeling process.

Target Finder

Organizations or individuals who are interested in setting a target for the energy performance of new building design can use Target Finder. The tool will assist architects and others to select energy performance targets for new design and compare estimated energy consumption in the established targets.

MILESTONES

As part of their Partnership Letter, organizations commit to continuous improvement. To track Partner progress against their goal, EPA provides organizations recognition incentives to meet specific targets, or "milestones," in energy performance improvements. These follow the Partnership Letter and include that they track and benchmark all of their buildings and notify EPA of this accomplishment. The notification to EPA allows the Agency to recognize Partner accomplishments. This recognition encourages further energy performance improvements.

ENERGY STAR AWARDS

Organizations apply for ENERGY STAR Awards to gain public recognition for exemplary energy performance. In this regard, EPA holds the awards program to provide an incentive for organizations to seek greater energy performance improvements.

2(b) Practical Utility and Users of the Data

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

Partnership Letter or Agreement

EPA uses information submitted in the Partnership Letter or Agreement to officially establish an organization's participation in ENERGY STAR. Facility data from the Letter or Agreement are entered into the iSTAR database to serve as a source of general information and as a mailing list.

Energy Management Plan

Partners use the energy management plan in implementing a strategy to improve the energy performance at their facilities. EPA does not collect the plan.

SPP Directory

EPA uses the information submitted in the SPP form to develop and maintain the Energy Service and Product Provider Directory.

Regional Energy Efficiency Program Sponsors

EPA uses the information collected from the REPS to ensure that their activities and materials align with the goals of ENERGY STAR and promote energy performance improvement.

Partner Evaluation

EPA will use information from Partners to evaluate the effectiveness of the Partnership and make adjustments, if necessary. For example, EPA may use the information to evaluate the effectiveness of Portfolio Manager training or the Financial Value Calculator.

Small Businesses

EPA uses the email address provided by Small Businesses to distribute the newsletter to them.

PORTFOLIO MANAGER

Benchmarking/Labeling

Organizations use Portfolio Manager to determine the energy performance of their buildings on a national scale. EPA uses the information submitted in the benchmarking tool score report to award Labels to qualified buildings.

Information for the Development of New Space Types

EPA will use the information gathered during the initial data collection and beta testing activities to build a database of information for benchmarking of a specific space-use type. The information will be used in developing and expanding the Portfolio Manager tool for new space types.

User Evaluation

EPA will use the information collected from Labeled buildings to understand their specific characteristics and how these characteristics contribute to top energy performance. EPA will use the information collected from users of Portfolio Manager to evaluate the effectiveness and usability of Portfolio Manager as a Web-based tool. EPA will use this information to make needed improvements.

On-site Label Verification

EPA uses the information gathered during the on-site Label verification to maintain a level of quality control of the Labeling process.

Target Finder

Organizations or individuals who are interested in setting a target for the energy performance of new building design can use Target Finder. Through Target Finder, they can select energy performance targets for new design and compare their design to the established target.

MILESTONES

As part of their Partnership Letter, organizations commit to continuous improvement. To track Partner progress against their goal, EPA provides organizations recognition incentives to meet specific targets, or "milestones," in energy performance improvements. These follow the Partnership Letter and include that they track and benchmark all of their buildings and notify EPA

of this accomplishment. The purpose of the notification is to allow the Agency to track Partner progress in improving energy performance and to recognize Partner accomplishments.

ENERGY STAR AWARDS

EPA uses the information submitted by organizations applying for an ENERGY STAR Award to provide public recognition for exemplary energy performance. In this regard, EPA holds the awards program to recognize organizations for their efforts in improving energy performance and to provide an incentive for organizations to seek greater energy performance.

3. NONDUPLICATION, CONSULTATIONS, AND OTHER COLLECTION CRITERIA

3(a) Nonduplication

The information collected under this ICR is not collected by EPA or any other federal agency.

3(b) Public Notice Required Prior to ICR Submission to OMB

In compliance with the Paperwork Reduction Act of 1995, EPA solicited public comments on this ICR through an announcement in the Federal Register on October 29, 2002 (67 FR 209, pages 65979-65980). No comments were received by EPA.

3(c) Consultations

In preparing this ICR, EPA did not conduct industry or State consultations. Because EPA works closely with ENERGY STAR participants, the Agency already has a good idea of the time needed to carry out its information collections. Therefore, EPA relied on the expertise of Agency staff in developing the ICR's hour and cost assumptions. In addition, the Agency accessed its current databases (e.g., iStar) and documentation to estimate the number of respondents and activities. The Agency's data sources are kept up-to-date based on participant submittals (e.g., submittals of Partnership Letters, SPP Directory forms) and therefore are the most reliable sources for estimation purposes.

3(d) Effects of Less Frequent Collection

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

Partnership Letter or Agreement

The Partnership Letter or Agreement is submitted on a one-time basis; less frequent collection is not possible.

Energy Management Plan

Partners prepare the energy management plan on a one-time basis. They then follow the plan in improving their facilities' energy performance. The plan is not collected by EPA.

SPP Directory

Service and Product Providers who would like to be listed in the SPP Directory submit the Energy Service and Product Provider Directory form initially. EPA requests annual updates of the information in the form of a mass email. EPA needs annual updates to ensure that the Directory provides accurate and up-to-date information for public use.

Regional Energy Efficiency Program Sponsors

EPA collects information from REPS according to the following schedule:

- Development and submittal of program plan within three months of agreement activation;
- Submittal of regular, written updates to ENERGY STAR on program areas the REPS is promoting;
- Submittal of annual input to ENERGY STAR on the efficacy of initiatives; and
- Notification to EPA/DOE of a change in the designated responsible party within 30 days.

EPA needs to collect this information on a periodic basis to ensure REPS are acting in alignment with the objectives of the ENERGY STAR Program.

Partner Evaluation

EPA may ask selected Partners in the ENERGY STAR Program to provide feedback on their concerns or suggestions regarding their Partnership. EPA expects to collect information an average of twice annually from selected Partners.

Small Businesses

There is no collection schedule for Small Businesses.

PORTFOLIO MANAGER

Benchmarking/Labeling

There is no collection schedule for benchmarking or Labeling.

Information for the Development of New Space Types

There is no schedule for the collection of information for the development of new space types.

User Evaluation

EPA may ask selected participants in the ENERGY STAR Program to provide feedback on the Labeling process or on the effectiveness and usability of Portfolio Manager. EPA expects to contact organizations not more than once per year.

On-Site Label Verification

There is no collection schedule for on-site Label verification. EPA may request information during or after its visit.

Target Finder

There is no collection schedule for Target Finder.

MILESTONES

As part of their Partnership Letter, organizations commit to continuous improvement. To track Partner progress against their goal, EPA provides organizations recognition incentives to meet specific targets, or "milestones," in energy performance improvements. These follow the Partnership Letter and include that they track and benchmark all of their buildings and notify EPA of this accomplishment.

EPA does not mandate reporting against the milestones, but rather requests that Partners that reach a target inform EPA by email or mail when they have met the energy improvement thresholds of 10, 20, and 30 percent. These follow-up notifications would include their score report from Portfolio Manager or their password. Such notifications are essential for the Agency to track Partners' progress in improving their energy performance and to recognize Partners' accomplishments.

ENERGY STAR AWARDS

The ENERGY STAR Awards are held annually to recognize organizations that have achieved energy performance improvements. ENERGY STAR Partners who wish to receive an award are requested to submit an application annually.

3(e) General Guidelines

Information collections performed under this clearance will follow all of OMB's General Guidelines regarding federal data collection.

3(f) Confidentiality

Participation in the ENERGY STAR Program is voluntary and may be terminated by participants or EPA at any time. EPA does not expect to deem any information collected under the Program to be CBI (Confidential Business Information).

3(g) Sensitive Questions

No questions of a sensitive nature are asked of participants with ENERGY STAR.

4. THE RESPONDENTS AND THE INFORMATION REQUESTED

4(a) Respondents and SIC Codes

The following is a list of Standard Industrial Classification (SIC) codes, North American Industrial Classification System (NAICS) codes, and associated industries that may be affected by information collections covered under this ICR for the ENERGY STAR Program. Note that, at the end of this list, EPA has included a number of NAICS codes that do not have a corresponding SIC code. EPA has included an asterisk in the SIC code column to indicate that no corresponding SIC code exists.

| SIC | Industries | NAICS |
|------|--|--------|
| 742 | Veterinary Services for Livestock | 54194 |
| 751 | Livestock Services, Except Veterinary (custom slaughtering) | 311611 |
| 1311 | Crude Petroleum and Natural Gas | 211111 |
| 1382 | Surveying Services (geophysical surveying) | 54136 |
| 1382 | Oil and Gas Field Exploration Services (except geophysical mapping and surveying and aerial geophysical exploration) | 213112 |
| 1389 | Oil and Gas Field Exploration Services (except geophysical mapping and surveying and aerial geophysical exploration) | 213112 |
| 1521 | General contractors-Single-Family Houses | 23321 |
| 1522 | General Contractors-Residential Building Other than Single-Family (hotel and motel construction) | 23332 |
| 1531 | General contractors-Single-Family Houses | 23321 |
| 1531 | General Contractors-Residential Building, Other Than Single-Family (except hotel and motel construction) | 23322 |
| 1531 | Operative Builders (manufacturing and light industrial building construction) | 23331 |
| 1531 | General Contractors-Residential Building Other than Single-Family (hotel and motel construction) | 23332 |
| 1542 | General Contractors-Residential Building Other than Single-Family (hotel and motel construction) | 23332 |
| 1629 | Heavy Construction, NEC (industrial nonbuilding structures construction) | 23493 |
| 1629 | Heavy Construction, NEC (except industrial nonbuilding structures construction) | 23499 |
| 1711 | Plumbing, Heating and Air-Conditioning | 23511 |
| 1731 | Electrical Work (except burglar and fire alarm installation) | 23531 |
| 1731 | Burglar and Fire Alarm Installation | 561621 |
| 1751 | Carpentry Work | 23551 |

| | | |
|------|--|--------|
| 1761 | Roofing, Siding, and Sheet Metal Work | 23561 |
| 1799 | Painting and Paper Hanging | 23521 |
| 1799 | Glass and Glazing Work | 23592 |
| 1799 | Special Trade Contractors, NEC (except paint and wallpaper stripping, wall paper removal contractors, and tinting glass work) | 23599 |
| 1799 | Asbestos Abatement and Lead Paint Removal Contractors | 56291 |
| 2013 | Sausages and Other Prepared Meats (except lard made from purchased materials) | 311612 |
| 2015 | Poultry Slaughtering and Processing (poultry processing) | 311615 |
| 2015 | Poultry Slaughtering and Processing (egg processing) | 311999 |
| 2021 | Creamery Butter | 311512 |
| 2022 | Natural, Processed, and Imitation Cheese | 311513 |
| 2023 | Dry, Condensed and Evaporated Dairy Products | 311514 |
| 2024 | Ice Cream and Frozen Desserts | 31152 |
| 2026 | Fluid Milk | 311511 |
| 2032 | Canned Specialties (except canned puddings) | 311422 |
| 2033 | Canned Fruits, Vegetables, Preserves, Jams, and Jellies | 311421 |
| 2034 | Dehydrated Fruits, Vegetables and Soup Mixes (vegetable flour) | 311211 |
| 2034 | Dried and Dehydrated Fruits, Vegetables and Soup Mixes (except vegetable flour and soup mixes made from purchased dried and dehydrated ingredients made in dehydration plants) | 311423 |
| 2037 | Frozen Fruits, Fruit Juices, and Vegetables | 311411 |
| 2038 | Frozen Specialties, NEC | 311412 |
| 2043 | Cereal Breakfast Foods (breakfast cereal) | 31123 |
| 2043 | Cereal Breakfast Foods (coffee substitute) | 31192 |
| 2044 | Rice Milling | 311212 |
| 2045 | Prepared Flour Mixes and Doughs | 311822 |
| 2046 | Wet Corn Milling (except refining purchased oil) | 311221 |
| 2047 | Dog and Cat Food | 311111 |
| 2048 | Prepared Feeds and Feed Ingredients for Animals and Fowls, Except Dogs and Cats (except slaughtering animals for pet food) | 311119 |
| 2051 | Bread and Other Bakery Products, Except Cookies and Crackers | 311812 |
| 2052 | Cookies and Crackers (except unleavened bread and pretzels) | 311821 |
| 2052 | Cookies and Crackers (pretzel, except soft) | 311919 |
| 2053 | Frozen Bakery Products, Except Bread | 311813 |
| 2061 | Cane Sugar, Except Refining | 311311 |
| 2062 | Cane Sugar Refining | 311312 |
| 2063 | Beet Sugar | 311313 |
| 2066 | Chocolate and Cocoa Products (except chocolate products, made from purchased chocolate) | 31132 |

| | | |
|------|---|--------|
| 2074 | Cottonseed Oil Mills (cottonseed processing) | 311223 |
| 2075 | Soybean Oil Mills (soybean processing) | 311222 |
| 2077 | Animal and Marine Fats and Oils (animal fats and oils) | 311613 |
| 2077 | Animal and Marine Fats and Oils (canned marine fats and oils) | 311711 |
| 2077 | Animal and Marine Fats and Oils (fresh and frozen marine fats and oils) | 311712 |
| 2079 | Shortening, Table Oils, Margarine, and Other Edible Fats and Oils, NEC (processing fats and oils from purchased fats and oils) | 311225 |
| 2082 | Malt Beverages (except malt extract) | 31212 |
| 2082 | Malt Beverages (malt extract) | 311942 |
| 2083 | Malt | 311213 |
| 2084 | Wines, Brandy, and Brandy Spirits | 31213 |
| 2085 | Distilled and Blended Liquors (except applejack) | 31214 |
| 2086 | Bottled and Canned Soft Drinks and Carbonated Water (except bottled water) | 312111 |
| 2086 | Bottled and Canned Soft Drinks and Carbonated Water (bottled water) | 312112 |
| 2087 | Flavoring Extracts and Flavoring Syrups (flavoring syrup and concentrate, except coffee) | 31193 |
| 2097 | Manufactured Ice | 312113 |
| 2098 | Macaroni, Spaghetti, Vermicelli and Noodles | 311823 |
| 2099 | Food Preparations, NEC (marshmallow creme) | 31134 |
| 2099 | Food Preparations, NEC (tortillas) | 31183 |
| 2099 | Food Preparations, NEC (peanut butter) | 311911 |
| 2099 | Food Preparations, NEC (vinegar, prepared dips (except dairy), and cider) | 311941 |
| 2099 | Food Preparations, NEC (perishable prepared food) | 311991 |
| 2111 | Cigarettes | 312221 |
| 2121 | Cigars | 312229 |
| 2141 | Tobacco Stemming and Redrying (redrying and stemming) | 31221 |
| 2221 | Broadwoven Fabric Mills, Cotton | 31321 |
| 2231 | Broadwoven Fabric Mills, Wool (wool broadwoven fabric finishing only) | 313311 |
| 2231 | Broadwoven Fabric Mills, Wool (wool finishing only, except broadwoven fabric) | 313312 |
| 2241 | Narrow Fabric and Other Smallware Mills: Cotton, Wool, Silk and Manmade Fiber | 313221 |
| 2251 | Women's Full-Length and Knee-Length Hosiery, (except dyeing and finishing only) | 315111 |
| 2252 | Hosiery, NEC (socks except dyeing and finishing only) | 315119 |
| 2253 | Knit Outerwear Mills (except dyeing and finishing only, and bath robes and lounge robes) | 315191 |
| 2254 | Knit Underwear and Nightwear Mills (except dyeing and finishing only) | 315192 |
| 2257 | Weft Knit Fabric Mills (except finishing) | 313241 |

| | | |
|------|---|--------|
| 2258 | Lace and Warp Knit Fabric Mills (except finishing) | 313249 |
| 2273 | Carpets and Rugs | 31411 |
| 2281 | Yarn Spinning Mills | 313111 |
| 2282 | Yarn Texturing, Throwing, Winding Mills | 313112 |
| 2284 | Thread Mills (except finishing) | 313113 |
| 2295 | Coated Fabrics, Not Rubberized | 31332 |
| 2296 | Tire Cord and Fabrics | 314992 |
| 2297 | Nonwoven Fabrics | 31323 |
| 2298 | Cordage and Twine | 314991 |
| 2299 | Textile Goods, NEC (broadwoven fabrics of jute, linen, hemp, and ramie and handwoven) | 31321 |
| 2299 | Textile Goods, NEC (recovery and processing of fibers and waste) | 314999 |
| 2311 | Men's and Boys' Suits, Coats, and Overcoats (contractors) | 315211 |
| 2311 | Men's and Boys' Suits, Coats, and Overcoats (except contractors) | 315222 |
| 2321 | Men's and Boys' Shirts, Except Work Shirts (except contractors) | 315223 |
| 2322 | Men's and Boys' Underwear and Nightwear (except contractors) | 315221 |
| 2323 | Men's and Boys' Neckwear (except contractors) | 315993 |
| 2325 | Men's and Boys' Trousers and Slacks (except contractors) | 315224 |
| 2326 | Men's and Boys' Work Clothing (except contractors) | 315225 |
| 2329 | Men's and Boys' Suits, Coats, and Overcoats (contractors) | 315211 |
| 2329 | Men's and Boys' Clothing, NEC (men's and boys' other outerwear except contractors) | 315228 |
| 2329 | Men's and Boys' Outerwear, NEC (athletic uniforms except contractors) | 315299 |
| 2331 | Women's, Misses', and Juniors' Blouses and Shirts (contractors) | 315212 |
| 2335 | Women's, Misses', and Juniors' Dresses (except contractors) | 315233 |
| 2337 | Women's, Misses', and Juniors' Suits, Skirts, and Coats (except contractors) | 315234 |
| 2339 | Women's, Misses', and Juniors' Outerwear, NEC (except contractors) | 315239 |
| 2339 | Women's, Misses', and Juniors' Outerwear, NEC (scarves) | 315999 |
| 2341 | Women's, Misses', Children's, and Infants' Underwear and Nightwear (infants' except contractors) | 315291 |
| 2353 | Hats, Caps, and Millinery (except contractors) | 315991 |
| 2371 | Fur Goods (except contractors) | 315292 |
| 2381 | Dress and Work Gloves, Except Knit and All-Leather (except contractors) | 315992 |
| 2391 | Curtains and Draperies | 314121 |
| 2392 | House furnishings, Except Curtains and Draperies (except mops and bags) | 314129 |
| 2392 | House furnishings, Except Curtains and Draperies (blanket, laundry, and garment storage bags) | 314911 |
| 2394 | Canvas and Related Products | 314912 |
| 2395 | Textile Goods, NEC (other textile products) | 314999 |

| | | |
|------|---|--------|
| 2395 | Men's and Boys' Suits, Coats, and Overcoats (contractors) | 315211 |
| 2395 | Women's, Misses', and Juniors' Blouses and Shirts (contractors) | 315212 |
| 2396 | Automotive Trimmings, Apparel Findings, and Related Products (textile motor vehicle trimming) | 33636 |
| 2397 | Machine Embroideries | 313222 |
| 2399 | Fabricated Textile Products, NEC (seat belts, and seat and tire covers) | 33636 |
| 2421 | Sawmills and Planing Mills, General (sawmills) | 321113 |
| 2421 | Sawmills and Planing Mills, General (lumber manufacturing from purchased lumber, softwood cut stock, wood lath, fence pickets, and planing mill products) | 321912 |
| 2421 | Hardwood Dimension and Flooring Mills (hardwood flooring) | 321918 |
| 2421 | Hardwood Dimension and Flooring Mills (wood stock and turnings) | 321999 |
| 2426 | Hardwood Dimension and Flooring Mills (hardwood flooring) | 321918 |
| 2429 | Special Product Sawmills, NEC (cooperage stock) | 32192 |
| 2431 | Millwork (wood windows and doors) | 321911 |
| 2431 | Hardwood Dimension and Flooring Mills (hardwood flooring) | 321918 |
| 2434 | Wood Kitchen Cabinets | 33711 |
| 2435 | Hardwood Veneer and Plywood | 321211 |
| 2436 | Softwood Veneer and Plywood | 321212 |
| 2439 | Structural Wood Members, NEC (except trusses) | 321213 |
| 2439 | Structural Wood Members, NEC (trusses) | 321214 |
| 2451 | Mobile Homes | 321991 |
| 2452 | Prefabricated Wood Buildings and Components | 321992 |
| 2491 | Wood Preserving | 321114 |
| 2493 | Reconstituted Wood Products | 321219 |
| 2511 | Wood Household Furniture, Except Upholstered (except wood box spring frames) | 337122 |
| 2511 | Wood Household Furniture, Except Upholstered (wood box spring frames) | 337215 |
| 2512 | Wood Household Furniture, Upholstered | 337121 |
| 2514 | Metal Household Furniture (except upholstered and metal box spring frames) | 337124 |
| 2515 | Mattresses, Foundations and Convertible Beds (mattresses and foundations) | 33791 |
| 2517 | Wood Television, Radio, Phonograph, and Sewing Machine Cabinets | 337129 |
| 2519 | Household Furniture, NEC | 337125 |
| 2521 | Wood Office Furniture | 337211 |
| 2522 | Office Furniture, Except Wood | 337214 |
| 2531 | Automotive Trimmings, Apparel Findings, and Related Products (textile motor vehicle trimming) | 33636 |
| 2531 | Public Building and Related Furniture (furniture made for public buildings) | 337127 |
| 2531 | Public Buildings and Related Furniture (blackboards) | 339942 |

| | | |
|------|--|--------|
| 2541 | Wood Office and Store Fixtures, Partitions, Shelving, and Lockers (architectural woodwork, millwork, and fixtures) | 337212 |
| 2591 | Drapery Hardware and Window Blinds and Shades | 33792 |
| 2599 | Furniture and Fixtures, NEC (hospital beds) | 339111 |
| 2611 | Pulp Mills (pulp producing mills only) | 32211 |
| 2611 | Pulp Mills (pulp mills producing paperboard) | 32213 |
| 2611 | Pulp Mills (pulp mills producing paper) | 322121 |
| 2621 | Pulp Mills (pulp mills producing paper) | 322121 |
| 2621 | Paper Mills (newsprint mills) | 322122 |
| 2652 | Setup Paperboard Boxes | 322213 |
| 2655 | Fiber Cans, Tubes, Drums, and Similar Products | 322214 |
| 2656 | Sanitary Food Containers, Except Folding | 322215 |
| 2657 | Folding Paperboard Boxes, Including Sanitary | 322212 |
| 2671 | Packaging Paper and Plastics Film, Coated and Laminated (single-web paper, paper multiweb laminated rolls and sheets for packaging uses) | 322221 |
| 2671 | Packaging Paper and Plastics Film, Coated, and Laminated (plastics packaging film and sheet) | 326112 |
| 2672 | Coated and Laminated Paper, NEC | 322222 |
| 2673 | Plastics, Foil, and Coated Paper Bags (except all plastics) | 322223 |
| 2673 | Plastics, Foil, and Coated Paper Bags (plastics bags) | 326111 |
| 2674 | Uncoated Paper and Multiwall Bags | 322224 |
| 2675 | Die-Cut Paper and Paperboard and Cardboard (pasted, lined, laminated, or surface-coated paperboard) | 322226 |
| 2676 | Sanitary Paper Products | 322291 |
| 2677 | Envelopes | 322232 |
| 2678 | Stationery, Tablets, and Related Products | 322233 |
| 2679 | Converted Paper and Paperboard Products, NEC (corrugated paper) | 322211 |
| 2679 | Converted Paper and Paperboard Products, NEC (paper supplies for business machines and other paper office supplies) | 322231 |
| 2679 | Converted Paper and Paperboard Products, NEC (other converted paper and paperboard products, such as paper filters, crepe paper, and laminated and tiled wallboard) | 322299 |
| 2711 | Newspapers: Publishing or Publishing and Printing | 51111 |
| 2721 | Periodicals: Publishing or Publishing and Printing | 51112 |
| 2731 | Books: Publishing or Publishing and Printing (except music books) | 51113 |
| 2731 | Books: Publishing or Publishing and Printing (music books) | 51223 |
| 2732 | Book Printing | 323117 |
| 2741 | Miscellaneous Publishing (database publishers) | 51114 |
| 2741 | Books: Publishing or Publishing and Printing (music books) | 51223 |

| | | |
|------|--|--------|
| 2741 | Miscellaneous Publishing (except database and sheet music publishing) | 511199 |
| 2752 | Commercial Printing, Lithographic (except quick printing) | 323110 |
| 2752 | Commercial Printing, Lithographic (quick printing) | 323114 |
| 2754 | Commercial Printing, Gravure | 323111 |
| 2759 | Commercial Printing, NEC (screen printing) | 323113 |
| 2759 | Commercial Printing, NEC (digital printing, except quick printing) | 323115 |
| 2759 | Commercial Printing, NEC (other commercial printing except quick printing) | 323119 |
| 2761 | Manifold Business Forms | 323116 |
| 2771 | Commercial Printing, Lithographic (except quick printing) | 323110 |
| 2771 | Commercial Printing, Gravure | 323111 |
| 2771 | Greeting Cards (flexographic printing of greeting cards) | 323112 |
| 2771 | Automotive Trimmings, Apparel Findings, and Related Products (printing and embossing on fabric articles) | 323113 |
| 2771 | Commercial Printing, NEC (other commercial printing except quick printing) | 323119 |
| 2771 | Greeting Cards (publishing greeting cards) | 511191 |
| 2782 | Blankbooks, Loose-leaf Binders and Devices (except checkbooks) | 323118 |
| 2789 | Bookbinding and Related Work | 323121 |
| 2791 | Typesetting | 323122 |
| 2812 | Alkalies and Chlorine | 325181 |
| 2813 | Industrial Gases | 32512 |
| 2816 | Inorganic Pigments (except bone and lamp black) | 325131 |
| 2819 | Industrial Inorganic Chemicals, NEC (except activated carbon and charcoal, alumina, and inorganic industrial dyes) | 325188 |
| 2819 | Industrial Inorganic Chemicals, NEC (activated carbon and charcoal) | 325998 |
| 2819 | Industrial Inorganic Chemicals, NEC (alumina) | 331311 |
| 2821 | Plastics Materials, Synthetic and Resins, and Nonvulcanizable Elastomers | 325211 |
| 2822 | Synthetic Rubber | 325212 |
| 2823 | Cellulosic Manmade Fibers | 325221 |
| 2824 | Manmade Organic Fibers, Except Cellulosic | 325222 |
| 2833 | Medicinal Chemicals and Botanical Products | 325411 |
| 2834 | Pharmaceutical Preparations | 325412 |
| 2835 | Pharmaceutical Preparations | 325412 |
| 2835 | In-Vitro and In-Vivo Diagnostic Substances (in-vitro diagnostic substances) | 325413 |
| 2836 | Biological Products, Except Diagnostic Substance | 325414 |
| 2841 | Soaps and Other Detergents, Except Specialty Cleaners | 325611 |
| 2842 | Specialty Cleaning, Polishing, and Sanitary Preparations | 325612 |
| 2843 | Surface Active Agents, Finishing Agents, Sulfonated Oils, and Assistants | 325613 |
| 2844 | Perfumes, Cosmetics, and Other Toilet Preparations (except toothpaste) | 32562 |
| 2844 | Soaps and Other Detergents, Except Specialty Cleaners | 325611 |

| | | |
|------|--|--------|
| 2851 | Paints, Varnishes, Lacquers, Enamels and Allied Products | 32551 |
| 2861 | Gum and Wood Chemicals | 325191 |
| 2865 | Cyclic Organic Crudes and Intermediates, and Organic Dyes and Pigments (aromatics) | 32511 |
| 2865 | Cyclic Organic Crudes and Intermediates, and Organic Dyes and Pigments (organic dyes and pigments) | 325132 |
| 2865 | Cyclic Organic Crudes and Intermediates and Organic Dyes and Pigments (except aromatics and organic dyes and pigments) | 325192 |
| 2869 | Industrial Organic Chemicals (ethyl alcohol) | 325193 |
| 2873 | Nitrogenous Fertilizers | 325311 |
| 2874 | Phosphatic Fertilizers | 325312 |
| 2875 | Fertilizers, Mixing Only | 325314 |
| 2879 | Pesticides and Agricultural Chemicals, NEC | 32532 |
| 2891 | Adhesives and Sealants | 32552 |
| 2892 | Explosives | 32592 |
| 2893 | Printing Ink | 32591 |
| 2895 | Carbon Black | 325182 |
| 2899 | Chemicals and Chemical Preparations, NEC (frit) | 32551 |
| 2899 | Paints, Varnishes, Lacquers, Enamels and Allied Products | 32551 |
| 2899 | Flavoring Extracts and Flavoring Syrups (flavoring extracts) | 311942 |
| 2899 | Chemical and Chemical Preparations, NEC (fatty acids) | 325199 |
| 2899 | Industrial Inorganic Chemicals, NEC (activated carbon and charcoal) | 325998 |
| 2911 | Petroleum Refining | 32411 |
| 2951 | Asphalt Paving Mixtures and Blocks | 324121 |
| 2952 | Asphalt Felts and Coatings | 324122 |
| 2992 | Lubricating Oils and Greases | 324191 |
| 2999 | Products of Petroleum and Coal, NEC | 324199 |
| 3011 | Tires and Inner Tubes | 326211 |
| 3021 | Rubber and Plastics Footwear | 316211 |
| 3052 | Rubber and Plastics Hose and Belting | 32622 |
| 3053 | Gaskets, Packing, and Sealing Devices | 339991 |
| 3061 | Molded, Extruded, and Lathe-Cut Mechanical Rubber Goods | 326291 |
| 3069 | Coated Fabrics, Not Rubberized | 31332 |
| 3069 | Fabricated Rubber Products, NEC (wet suits) | 33992 |
| 3069 | Fabricated Rubber Products, NEC (rubber resilient floor coverings) | 326192 |
| 3069 | Fabricated Rubber Products, NEC (except rubberized fabric and rubber resilient floor covering) | 326299 |
| 3069 | Fabricated Rubber Products, NEC (rubber gloves and life jackets) | 339113 |
| 3069 | Fabricated Rubber Products, NEC (rubber toys, except dolls) | 339932 |
| 3081 | Unsupported Plastics Film and Sheets | 326113 |

| | | |
|------|---|--------|
| 3082 | Unsupported Plastics Profile Shapes | 326121 |
| 3083 | Laminated Plastics Plate, Sheet, and Profile Shapes | 32613 |
| 3084 | Plastics Pipe | 326122 |
| 3085 | Plastics Bottles | 32616 |
| 3086 | Plastics Foam Products (polystyrene foam products) | 32614 |
| 3086 | Plastics Foam Products (urethane foam products) | 32615 |
| 3087 | Custom Compounding of Purchased Plastics Resin | 325991 |
| 3088 | Plastics Plumbing Fixtures | 326191 |
| 3089 | Plastics Pipe | 326122 |
| 3089 | Plastics Products, NEC (except plastics pipe fittings and plastics sausage casings) | 326199 |
| 3111 | Leather Tanning and Finishing | 31611 |
| 3131 | Boot and Shoe Cut Stock and Findings (except wood heels and metal buckles) | 316999 |
| 3131 | Boot and Shoe Cut Stock and Findings (wood heels) | 321999 |
| 3142 | House Slippers | 316212 |
| 3143 | Men's Footwear, Except Athletic | 316213 |
| 3144 | Women's Footwear, Except Athletic | 316214 |
| 3149 | Footwear Except Rubber, NEC | 316219 |
| 3161 | Luggage | 316991 |
| 3171 | Women's Handbags and Purses | 316992 |
| 3172 | Personal Leather Goods, Except Women's Handbags and Purses | 316993 |
| 3211 | Flat Glass | 327211 |
| 3221 | Glass Containers | 327213 |
| 3229 | Pressed and Blown Glass and Glassware, NEC | 327212 |
| 3231 | Glass Products Made of Purchased Glass | 327215 |
| 3241 | Cement, Hydraulic | 32731 |
| 3251 | Brick and Structural Clay Tile (except slumped brick) | 327121 |
| 3253 | Ceramic Wall and Floor Tile | 327122 |
| 3255 | Clay Refractories | 327124 |
| 3259 | Structural Clay Products, NEC | 327123 |
| 3261 | Vitreous China Plumbing Fixtures and China and Earthenware Fittings and Bathroom Accessories | 327111 |
| 3262 | Vitreous China Table and Kitchen Articles | 327112 |
| 3264 | Porcelain Electrical Supplies | 327113 |
| 3271 | Concrete Block and Brick | 327331 |
| 3272 | Concrete Products, Except Block and Brick (concrete products, except dry mix concrete and pipe) | 32739 |
| 3272 | Concrete Products, Except Block and Brick (concrete pipe) | 327332 |
| 3273 | Ready-Mixed Concrete | 32732 |
| 3274 | Lime | 32741 |

| | | |
|------|---|--------|
| 3275 | Gypsum Products | 32742 |
| 3281 | Cut Stone and Stone Products | 327991 |
| 3291 | Abrasive Products (except steel wool with or without soap) | 32791 |
| 3292 | Asbestos Products (asbestos brake linings and pads) | 33634 |
| 3295 | Minerals and Earths, Ground or Otherwise Treated (except grinding, washing, separating, etc. of nonmetallic minerals) | 327992 |
| 3296 | Mineral Wool | 327993 |
| 3297 | Nonclay Refractories | 327125 |
| 3299 | Nonmetallic Mineral Products, NEC (moldings, ornamental and architectural plaster work and gypsum statuary) | 32742 |
| 3299 | Nonmetallic Mineral Products, NEC (except moldings, ornamental and architectural plaster work, clay and gypsum statuary) | 327999 |
| 3312 | Steel Works, Blast Furnaces (Including Coke Ovens), and Rolling Mills (except coke ovens not integrated with steel mills and hot rolling purchased steel) | 331111 |
| 3313 | Electrometallurgical Products, Except Steel | 331112 |
| 3315 | Steel Wiredrawing and Steel Nails and Spikes (steel, wire drawing) | 331222 |
| 3315 | Steel Wiredrawing and Steel Nails and Spikes (nails, spikes, paper clips, and wire not made in wiredrawing plants) | 332618 |
| 3316 | Cold-Rolled Steel Sheet, Strip and Bars | 331221 |
| 3317 | Steel Pipe and Tubes | 33121 |
| 3321 | Gray and Ductile Iron Foundries | 331511 |
| 3324 | Steel Investment Foundries | 331512 |
| 3325 | Steel Foundries, NEC | 331513 |
| 3331 | Primary Smelting and Refining of Copper | 331411 |
| 3334 | Primary Production of Aluminum | 331312 |
| 3339 | Primary Smelting and Refining of Nonferrous Metals, Except Copper and Aluminum | 331419 |
| 3341 | Secondary Smelting and Refining of Nonferrous Metals (except copper and aluminum) | 331492 |
| 3351 | Rolling, Drawing, and Extruding of Copper | 331421 |
| 3353 | Aluminum Sheet, Plate, and Foil | 331315 |
| 3354 | Aluminum Extruded Products | 331316 |
| 3356 | Rolling, Drawing, and Extruding of Nonferrous Metals, Except Copper and Aluminum | 331491 |
| 3357 | Drawing and Insulating of Nonferrous Wire (aluminum wire drawing) | 331319 |
| 3357 | Drawing and Insulating of Nonferrous Wire (copper wire drawing) | 331422 |
| 3357 | Rolling, Drawing and Extruding of Nonferrous Metals, Except Copper and Aluminum | 331491 |
| 3357 | Drawing and Insulating of Nonferrous Wire (fiber optic cable-insulating only) | 335921 |

| | | |
|------|---|--------|
| 3357 | Drawing and Insulating of Nonferrous Wire (communication and energy wire, except fiber optic-insulating only) | 335929 |
| 3363 | Aluminum Die-Castings | 331521 |
| 3364 | Nonferrous Die-Castings, Except Aluminum | 331522 |
| 3365 | Aluminum Foundries | 331524 |
| 3366 | Copper Foundries | 331525 |
| 3369 | Nonferrous Foundries, Except Aluminum and Copper | 331528 |
| 3398 | Metal Heat Treating | 332811 |
| 3399 | Primary Metal Products, NEC (making ferrous metal powder, paste, and flake from purchased iron or steel) | 331221 |
| 3399 | Primary Metal Products, NEC (aluminum powder, paste, flakes, etc.) | 331314 |
| 3399 | Primary Metal Products, NEC (copper powders, flakes, paste, etc.) | 331423 |
| 3399 | Primary Metal Products, NEC (laminating steel) | 332813 |
| 3411 | Metal Cans | 332431 |
| 3421 | Cutlery (tool-type shears) | 332212 |
| 3423 | Hand and Edge Tools, Except Machine Tools and Handsaws | 332212 |
| 3425 | Saw Blades and Handsaws | 332213 |
| 3429 | Hardware, NEC (other hardware) | 33251 |
| 3429 | Metal Shipping Barrels, Drums, Kegs, and Pails | 332439 |
| 3429 | Hardware, NEC (hose nozzles) | 332919 |
| 3429 | Hardware, NEC (luggage and utility racks) | 336399 |
| 3431 | Enameled Iron and Metal Sanitary Ware | 332998 |
| 3432 | Plumbing Fixture Fittings and Trim (except shower rods and lawn hose nozzles) | 332913 |
| 3432 | Plumbing Fixture Fittings and Trim (lawn hose nozzles) | 332919 |
| 3433 | Heating Equipment, Except Electric and Warm Air Furnaces | 333414 |
| 3441 | Fabricated Structural Metal | 332312 |
| 3442 | Metal Doors, Sash, Frames, Molding and Trim | 332321 |
| 3443 | Fabricated Plate Work (Boiler Shops) (heavy gauge tanks) | 33242 |
| 3443 | Fabricated Plate Work (Boiler Shops) (fabricated plate work and metal weldments) | 332313 |
| 3444 | Sheet Metal Work (ducts, flumes, flooring, siding, dampers, etc.) | 332322 |
| 3444 | Metal Shipping Barrels, Drums, Kegs, and Pails | 332439 |
| 3448 | Prefabricated Metal Buildings and Components | 332311 |
| 3449 | Miscellaneous Structural Metal Work (custom roll forming) | 332114 |
| 3451 | Screw Machine Products | 332721 |
| 3452 | Bolts, Nuts, Screws, Rivets, and Washers | 332722 |
| 3462 | Iron and Steel Forgings | 332111 |
| 3463 | Nonferrous Forgings | 332112 |
| 3465 | Automotive Stampings | 33637 |

| | | |
|------|--|--------|
| 3466 | Crowns and Closures | 332115 |
| 3469 | Metal Stampings, NEC (except kitchen utensils, pots and pans for cooking, and coins) | 332116 |
| 3469 | Metal Stampings, NEC (kitchen utensils, pots, and pans for cooking) | 332214 |
| 3479 | Coating, Engraving, and Allied Services, NEC (except jewelry, silverware, and flatware engraving and etching) | 332812 |
| 3479 | Coating, Engraving, and Allied Services, NEC (jewelry engraving and etching, including precious metal) | 339911 |
| 3479 | Coating, Engraving, and Allied Services, NEC (silver and plated ware engraving and etching) | 339912 |
| 3479 | Coating, Engraving, and Allied Services, NEC (costume jewelry engraving and etching) | 339914 |
| 3482 | Small Arms Ammunition | 332992 |
| 3483 | Ammunition, Except for Small Arms | 332993 |
| 3489 | Ordnance and Accessories, NEC | 332995 |
| 3491 | Industrial Valves | 332911 |
| 3492 | Fluid Power Valves and Hose Fittings | 332912 |
| 3493 | Steel Springs, Except Wire | 332611 |
| 3495 | Wire Springs (except watch and clock springs) | 332612 |
| 3496 | Miscellaneous Fabricated Wire Products (grocery carts) | 333924 |
| 3497 | Metal Foil and Leaf (laminated aluminum foil rolls and sheets for flexible packaging uses) | 322225 |
| 3498 | Fabricated Pipe and Pipe Fittings | 332996 |
| 3499 | Fabricated Metal Products, NEC (metal motor vehicle seat frames) | 33636 |
| 3499 | Fabricated Metal Products, NEC (powder metallurgy) | 332117 |
| 3511 | Steam, Gas, and Hydraulic Turbines, and Turbine Generator Set Units | 333611 |
| 3523 | Farm Machinery and Equipment (corrals, stalls, and holding gates) | 332323 |
| 3524 | Lawn and Garden Tractors and Home Lawn and Garden Equipment (except nonpowered lawnmowers) | 333112 |
| 3531 | Construction Machinery and Equipment (except railway track maintenance equipment; winches, aerial work platforms; and automotive wrecker hoists) | 33312 |
| 3531 | Construction Machinery and Equipment (railway track maintenance equipment) | 33651 |
| 3531 | Construction Machinery and Equipment (winches, aerial work platforms, and automobile wrecker hoists) | 333923 |
| 3532 | Mining Machinery and Equipment, Except Oil and Gas Field Machinery and Equipment | 333131 |
| 3533 | Oil and Gas Field Machinery and Equipment | 333132 |
| 3534 | Elevators and Moving Stairways | 333921 |
| 3535 | Conveyors and Conveying Equipment | 333922 |

| | | |
|------|---|--------|
| 3537 | Industrial Trucks, Tractors, Trailers, and Stackers (metal air cargo containers) | 332439 |
| 3541 | Machine Tools, Metal Cutting Type | 333512 |
| 3542 | Machine Tools, Metal Forming Type | 333513 |
| 3543 | Industrial Patterns | 332997 |
| 3544 | Special Dies and Tools, Die Sets, Jigs and Fixtures, and Industrial Molds (industrial molds) | 333511 |
| 3544 | Special Dies and Tools, Die Sets, Jigs and Fixtures, and Industrial Molds (except molds) | 333514 |
| 3545 | Hand and Edge Tools, Except Machine Tools and Handsaws | 332212 |
| 3545 | Cutting Tools, Machine Tool Accessories, and Machinists' Precision Measuring Devices (except precision measuring devices) | 333515 |
| 3546 | Power-Driven Handtools | 333991 |
| 3547 | Rolling Mill Machinery and Equipment | 333516 |
| 3548 | Electric and Gas Welding and Soldering Equipment (except transformers for arc-welding) | 333992 |
| 3548 | Electric and Gas Welding and Soldering Equipment (transformers for arc-welders) | 335311 |
| 3549 | Metalworking Machinery, NEC | 333518 |
| 3552 | Textile Machinery | 333292 |
| 3553 | Woodworking Machinery | 33321 |
| 3554 | Paper Industries Machinery | 333291 |
| 3555 | Printing Trades Machinery and Equipment | 333293 |
| 3556 | Food Products Machinery | 333294 |
| 3559 | Special Industry Machinery, NEC (nuclear control drive mechanisms) | 33241 |
| 3559 | Special Industry Machinery, NEC (rubber and plastics manufacturing machinery) | 33322 |
| 3559 | Industrial and Commercial Machinery and Equipment, NEC (cotton ginning machinery) | 333111 |
| 3559 | Special Industry Machinery, NEC (semiconductor machinery manufacturing) | 333295 |
| 3559 | Special Industry Machinery, NEC (except rubber and plastics manufacturing machinery, semiconductor manufacturing machinery, and automotive maintenance equipment) | 333298 |
| 3559 | Special Industry Machinery, NEC (automotive maintenance equipment) | 333319 |
| 3561 | Pumps and Pumping Equipment | 333911 |
| 3562 | Ball and Roller Bearings | 332991 |
| 3563 | Air and Gas Compressors | 333912 |
| 3564 | Calculating and Accounting Machinery, Except Electronic Computers (except point of sales terminals and funds transfer devices) | 333313 |
| 3564 | Industrial and Commercial Fans and Blowers and Air Purification Equipment (air purification equipment) | 333411 |

| | | |
|------|--|--------|
| 3564 | Industrial and Commercial Fans and Blowers and Air Purification Equipment (fans and blowers) | 333412 |
| 3565 | Packaging Machinery | 333993 |
| 3566 | Speed Changers, Industrial High-Speed Drives, and Gears | 333612 |
| 3567 | Industrial Process Furnaces and Ovens | 333994 |
| 3568 | Mechanical Power Transmission Equipment, NEC | 333613 |
| 3569 | Industrial and Commercial Machinery and Equipment, NEC (other industrial and commercial machinery and equipment) | 333999 |
| 3571 | Electronic Computers | 334111 |
| 3572 | Computer Storage Devices | 334112 |
| 3575 | Computer Terminals | 334113 |
| 3577 | Computer Peripheral Equipment, NEC (plotter controllers) | 334418 |
| 3577 | Computer Peripheral Equipment, NEC (magnetic tape cleaners) | 334613 |
| 3578 | Calculating and Accounting Machines, Except Electronic Computers (change making machines) | 333311 |
| 3578 | Calculating and Accounting Machinery, Except Electronic Computers (except point of sales terminals and funds transfer devices) | 333313 |
| 3578 | Computer Peripheral Equipment, NEC | 334119 |
| 3579 | Calculating and Accounting Machinery, Except Electronic Computers (except point of sales terminals and funds transfer devices) | 333313 |
| 3579 | Wire Springs (clock and watch springs) | 334518 |
| 3579 | Public Buildings and Related Furniture (blackboards) | 339942 |
| 3582 | Commercial Laundry, Drycleaning and Pressing Machines | 333312 |
| 3585 | Fabricated Plate Work (Boiler Shops) (metal cooling towers) | 333415 |
| 3585 | Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment (motor vehicle air-conditioning) | 336391 |
| 3586 | Measuring and Dispensing Pumps | 333913 |
| 3589 | Special Industry Machinery, NEC (automotive maintenance equipment) | 333319 |
| 3592 | Carburetors, Pistons, Piston Rings, and Valves | 336311 |
| 3593 | Fluid Power Cylinders and Actuators | 333995 |
| 3594 | Fluid Power Pumps and Motors | 333996 |
| 3596 | Scales and Balances, Except Laboratory | 333997 |
| 3599 | Industrial and Commercial Machinery and Equipment, NEC (machine shops) | 33271 |
| 3599 | Abrasive Products (steel wool with or without soap) | 332999 |
| 3599 | Special Industry Machinery, NEC (automotive maintenance equipment) | 333319 |
| 3599 | Industrial and Commercial Machinery and Equipment, NEC (other industrial and commercial machinery and equipment) | 333999 |
| 3599 | Internal Combustion Engines, NEC (stationary engine radiators) | 336399 |
| 3612 | Electric and Gas Welding and Soldering Equipment (transformers for arc-welders) | 335311 |

| | | |
|------|---|--------|
| 3613 | Switchgear and Switchboard Apparatus | 335313 |
| 3621 | Motors and Generators | 335312 |
| 3624 | Carbon and Graphite Products | 335991 |
| 3625 | Relays and Industrial Controls | 335314 |
| 3629 | Electrical Industrial Apparatus, NEC | 335999 |
| 3631 | Household Cooking Equipment | 335221 |
| 3632 | Household Refrigerators and Home and Farm Freezers | 335222 |
| 3633 | Household Laundry Equipment | 335224 |
| 3634 | Electric Housewares and Fans (except wall and baseboard heating units for permanent installation and electronic cigarette lighters) | 335211 |
| 3639 | Household Appliances, NEC (household sewing machines) | 333298 |
| 3639 | Household Appliances, NEC (floor waxing and floor polishing machines) | 335212 |
| 3639 | Household Appliances, NEC (except floor waxing and floor polishing machines, and household sewing machines) | 335228 |
| 3641 | Electric Lamp Bulbs and Tubes | 33511 |
| 3643 | Current-Carrying Wiring Devices | 335931 |
| 3644 | Noncurrent-Carrying Wiring Devices (except fishwire, electrical wiring tool) | 335932 |
| 3645 | Residential Electric Lighting Fixtures | 335121 |
| 3646 | Commercial, Industrial, and Institutional Electric Lighting Fixtures | 335122 |
| 3647 | Vehicular Lighting Equipment | 336321 |
| 3648 | Lighting Equipment, NEC | 335129 |
| 3651 | Household Audio and Video Equipment | 33431 |
| 3652 | Phonograph Records and Prerecorded Audio Tapes and Disks (integrated record companies, except duplication only) | 51222 |
| 3652 | Phonograph Records and Prerecorded Audio Tapes and Disks (reproduction of all other media except video) | 334612 |
| 3661 | Telephone and Telegraph Apparatus (except telephone transformers and consumer external modems) | 33421 |
| 3661 | Telephone and Telegraph Apparatus (telephone transformers) | 334416 |
| 3661 | Electronic Components, NEC (printed circuit/electronic assembly manufacturing) | 334418 |
| 3663 | Radio and Television Broadcasting and Communications Equipment | 33422 |
| 3669 | Communications Equipment, NEC | 33429 |
| 3671 | Electron Tubes | 334411 |
| 3672 | Printed Circuit Boards | 334412 |
| 3674 | Semiconductors and Related Devices | 334413 |
| 3675 | Electronic Capacitors | 334414 |
| 3676 | Electronic Resistors | 334415 |
| 3677 | Telephone and Telegraph Apparatus (telephone transformers) | 334416 |
| 3678 | Electronic Connectors | 334417 |

| | | |
|------|---|--------|
| 3679 | Radio and Television Broadcasting and Communication Equipment | 33422 |
| 3679 | Electronic Components, NEC (radio headphones) | 33431 |
| 3679 | Electronic Components, NEC (printed circuit/electronic assembly manufacturing) | 334418 |
| 3679 | Electronic Components, NEC (other electronic components) | 334419 |
| 3679 | Electronic Components, NEC (electronic control modules for motor vehicles) | 336322 |
| 3691 | Storage Batteries | 335911 |
| 3692 | Primary Batteries, Dry and Wet | 335912 |
| 3694 | Electrical Equipment for Internal Combustion Engines | 336322 |
| 3699 | Special Industry Machinery, NEC (automotive maintenance equipment) | 333319 |
| 3699 | Electrical Machinery, Equipment and Supplies, NEC (outboard electric motors) | 333618 |
| 3699 | Computer Peripheral Equipment, NEC | 334119 |
| 3699 | Electrical Machinery, Equipment, and Supplies, NEC (Christmas tree lighting sets, electric insect lamps, electric fireplace logs, and trouble lights) | 335129 |
| 3699 | Electrical Industrial Apparatus, NEC | 335999 |
| 3711 | Motor Vehicles and Passenger Car Bodies (heavy duty trucks) | 33612 |
| 3711 | Motor Vehicles and Passenger Car Bodies (automobiles) | 336111 |
| 3711 | Motor Vehicles and Passenger Car Bodies (light trucks and utility vehicles) | 336112 |
| 3711 | Motor Vehicles and Passenger Car Bodies (kit car and other passenger car bodies) | 336211 |
| 3711 | Motor Vehicles and Passenger Car Bodies (military armored vehicles) | 336992 |
| 3714 | Motor Vehicle Parts and Accessories (steering and suspension parts) | 33633 |
| 3714 | Asbestos Products (asbestos brake linings and pads) | 33634 |
| 3714 | Motor Vehicle Parts and Accessories (transmissions and power train parts, including rebuilding) | 33635 |
| 3714 | Motor Vehicles and Passenger Car Bodies (kit car and other passenger car bodies) | 336211 |
| 3714 | Motor Vehicle Parts and Accessories (gasoline engines and engine parts including rebuilt) | 336312 |
| 3714 | Electronic Components, NEC (electronic control modules for motor vehicles) | 336322 |
| 3714 | Internal Combustion Engines, NEC (stationary engine radiators) | 336399 |
| 3715 | Truck Trailers | 336212 |
| 3716 | Motor Homes | 336213 |
| 3721 | Aircraft (except research and development) | 336411 |
| 3724 | Aircraft Engines and Engine Parts (except research and development) | 336412 |
| 3728 | Guided Missiles and Space Vehicles (except research and development) | 336413 |
| 3731 | Ship Building and Repairing (except floating dry docks not associated with shipyards) | 336611 |
| 3732 | Boat Building and Repairing (boat building) | 336612 |

| | | |
|------|--|--------|
| 3743 | Railroad Equipment (except locomotive fuel lubricating or cooling medium pumps) | 33651 |
| 3761 | Guided Missiles and Space Vehicles (except research and development) | 336414 |
| 3764 | Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts (except research and development) | 336415 |
| 3769 | Guided Missile and Space Vehicle Parts and Auxiliary Equipment (except research and development) | 336419 |
| 3792 | Travel Trailers and Campers | 336214 |
| 3799 | Transportation Equipment, NEC (except automobile, boat, utility light truck trailers, trailer hitches, and wheelbarrows) | 336999 |
| 3812 | Search, Detection, Navigation, Guidance, Aeronautical, and Nautical Systems and Instruments | 334511 |
| 3822 | Automatic Controls for Regulating Residential and Commercial Environments and Appliances | 334512 |
| 3823 | Industrial Instruments for Measurement, Display, and Control of Process Variables; and Related Products | 334513 |
| 3825 | Telephone and Telegraph Apparatus (telephone transformers) | 334416 |
| 3825 | Instruments for Measuring and Testing of Electricity and Electrical Signals (except automotive ammeters and voltmeters) | 334515 |
| 3826 | Laboratory Analytical Instruments | 334516 |
| 3827 | Optical Instruments and Lenses | 333314 |
| 3829 | Measuring and Controlling Devices, NEC (motor vehicle gauges) | 334514 |
| 3829 | Measuring and Controlling Devices, NEC (except medical thermometers, electronic chronometers and motor vehicle gauges) | 334519 |
| 3829 | Surgical and Medical Instruments and Apparatus | 339112 |
| 3841 | Surgical and Medical Instruments and Apparatus (tranquilizer guns) | 332994 |
| 3841 | Surgical and Medical Instruments and Apparatus | 339112 |
| 3842 | Orthopedic, Prosthetic and Surgical Appliances and Supplies (electronic hearing aids) | 334510 |
| 3843 | Dental Equipment and Supplies | 339114 |
| 3844 | X-Ray Apparatus and Tubes and Related Irradiation Apparatus | 334517 |
| 3851 | Ophthalmic Goods (except intra ocular lenses) | 339115 |
| 3861 | Photographic Equipment and Supplies (photographic films, paper, plates and chemicals) | 325992 |
| 3861 | Photographic Equipment and Supplies (except photographic film, paper, plates and chemicals) | 333315 |
| 3873 | Watches, Clocks, Clockwork Operated Devices, and Parts | 334518 |
| 3915 | Jewelers' Findings and Materials, and Lapidary Work (except watch jewels) | 339913 |
| 3931 | Musical Instruments | 339992 |
| 3942 | Dolls and Stuffed Toys | 339931 |

| | | |
|------|---|--------|
| 3944 | Games, Toys, and Children's Vehicles, Except Dolls and Bicycles (metal tricycles) | 336991 |
| 3949 | Sporting and Athletic Goods, NEC | 33992 |
| 3951 | Pens, Mechanical Pencils, and Parts | 339941 |
| 3953 | Marking Devices | 339943 |
| 3955 | Carbon Paper and Inked Ribbons | 339944 |
| 3965 | Fasteners, Buttons, Needles, and Pins | 339993 |
| 3991 | Brooms and Brushes | 339994 |
| 3993 | Signs and Advertising Specialties (signs) | 33995 |
| 3995 | Burial Caskets | 339995 |
| 3996 | Fabricated Rubber Products, NEC (rubber resilient floor coverings) | 326192 |
| 3999 | Manufacturing Industries, NEC (human hair clippers, hand operated) | 332211 |
| 3999 | Manufacturing Industries, NEC (other miscellaneous metal products, such as combs, hair curlers, etc.) | 332999 |
| 4111 | Local and Suburban Transit (mixed mode) | 485111 |
| 4111 | Local and Suburban Transit (commuter rail) | 485112 |
| 4111 | Local and Suburban Transit (bus and motor vehicle) | 485113 |
| 4111 | Local and Suburban Transit (other than mixed mode, commuter rail, and bus and motor vehicle) | 485119 |
| 4111 | Local and Suburban Transit (airport transportation service) | 485999 |
| 4121 | Taxicabs | 48531 |
| 4131 | Intercity and Rural Bus Transportation | 48521 |
| 4212 | Local Trucking without Storage (general freight) | 48411 |
| 4212 | Local Trucking Without Storage (household goods moving) | 48421 |
| 4212 | Local Trucking without Storage (specialized freight) | 48422 |
| 4212 | Solid Waste Collection Without Disposal | 562111 |
| 4212 | Refuse Systems (solid waste collection) | 562112 |
| 4212 | Refuse Systems (hazardous waste collection) | 562119 |
| 4213 | Local Trucking Without Storage (household goods moving) | 48421 |
| 4213 | Trucking, Except Local (specialized freight) | 48423 |
| 4213 | Trucking, Except Local (general freight, truckload) | 484121 |
| 4213 | Trucking, Except Local (general freight, less than truckload) | 484122 |
| 4215 | Courier Services, Except by Air (hub and spoke intercity delivery) | 49211 |
| 4215 | Courier Services, Except by Air (local delivery) | 49221 |
| 4225 | General Warehousing and Storage (all but self-storage miniwarehouse warehousing) | 49311 |
| 4225 | General Warehousing and Storage (miniwarehouses and self-storage units) | 53113 |
| 4311 | United States Postal Service | 49111 |
| 4491 | Marine Cargo Handling (dock and pier operations) | 48831 |
| 4491 | Marine Cargo Handling (all but dock and pier operations) | 48832 |

| | | |
|------|--|--------|
| 4512 | Air Transportation, Scheduled (passenger) | 481111 |
| 4512 | Air Transportation, Scheduled (freight) | 481112 |
| 4513 | Courier Services, Except by Air (hub and spoke intercity delivery) | 49211 |
| 4812 | Radio Communications (paging and cellular resellers) | 51333 |
| 4812 | Radiotelephone Communications (paging carriers) | 513321 |
| 4812 | Radiotelephone Communications (cellular carriers) | 513322 |
| 4813 | Telephone Communications, Except Radiotelephone (except resellers) | 51331 |
| 4813 | Radio Communications (paging and cellular resellers) | 51333 |
| 4832 | Radio Broadcasting Stations (networks) | 513111 |
| 4832 | Radio Broadcasting Stations (except networks) | 513112 |
| 4833 | Television Broadcasting Stations | 51312 |
| 4911 | Electric Services (hydroelectric power generation) | 221111 |
| 4911 | Electric Services (fossil fuel power generation) | 221112 |
| 4911 | Electric Services (nuclear electric power generation) | 221113 |
| 4911 | Electric Services (other electric power generation) | 221119 |
| 4911 | Electric Services (electric power transmission and control) | 221121 |
| 4911 | Electric Services (electric power distribution) | 221122 |
| 4923 | Natural Gas Transmission and Distribution (distribution) | 22121 |
| 4923 | Natural Gas Transmission | 48621 |
| 4924 | Natural Gas Transmission and Distribution (distribution) | 22121 |
| 4931 | Natural Gas Transmission and Distribution (distribution) | 22121 |
| 4931 | Electric Services (hydroelectric power generation) | 221111 |
| 4931 | Electric Services (fossil fuel power generation) | 221112 |
| 4931 | Electric Services (nuclear electric power generation) | 221113 |
| 4931 | Electric Services (other electric power generation) | 221119 |
| 4931 | Electric Services (electric power transmission and control) | 221121 |
| 4931 | Electric Services (electric power distribution) | 221122 |
| 4939 | Natural Gas Transmission and Distribution (distribution) | 22121 |
| 4939 | Electric Services (hydroelectric power generation) | 221111 |
| 4939 | Electric Services (fossil fuel power generation) | 221112 |
| 4939 | Electric Services (nuclear electric power generation) | 221113 |
| 4939 | Electric Services (other electric power generation) | 221119 |
| 4939 | Electric Services (electric power transmission and control) | 221121 |
| 4939 | Electric Services (electric power distribution) | 221122 |
| 4953 | Sanitary Services, NEC (remediation services) | 56292 |
| 4953 | Solid Waste Collection When Combined with Disposal | 562111 |
| 4953 | Refuse Systems (solid waste collection) | 562112 |
| 4953 | Refuse Systems (hazardous waste collection) | 562119 |
| 4953 | Hazardous Waste Treatment and Disposal | 562211 |
| 4953 | Refuse Systems (hazardous waste treatment and disposal) | 562212 |

| | | |
|------|---|--------|
| 4953 | Refuse Systems (solid waste landfills) | 562213 |
| 4953 | Refuse Systems (solid waste combustors and incinerators) | 562219 |
| 4959 | Malaria Control and Mosquito Eradication | 56171 |
| 4959 | Remediation Services | 56291 |
| 4959 | Airports, Flying Fields, and Airport Terminal Services (airfreight handling at airports, hangar operations, airport terminal services, aircraft storage, airports, and flying fields) | 488119 |
| 4959 | Repair Shops and Related Services, NEC (cesspool cleaning, sewer cleaning and rodding) | 562998 |
| 5012 | Automobiles and Other Motor Vehicles | 42111 |
| 5033 | Roofing, Siding, and Insulation Materials | 42133 |
| 5039 | Construction Materials, NEC (sold via wholesale method) | 42139 |
| 5039 | Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method) | 44419 |
| 5043 | Photographic Equipment and Supplies | 42141 |
| 5045 | Computers and Computer Peripherals Equipment and Software (except computers, equipment, and software sold via retail method) | 42143 |
| 5045 | Computers and Computer Peripheral Equipment and Software (sold via retail method) | 44312 |
| 5063 | Electrical Apparatus and Equipment, Wiring Supplies and Construction Materials (except electrical supplies sold via retail method) | 42161 |
| 5063 | Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method) | 44419 |
| 5064 | Electrical Appliances, Television and Radio Sets | 42162 |
| 5065 | Electronic Parts and Equipment, NEC | 42169 |
| 5074 | Plumbing and Heating Equipment and Supplies (Hydronics) (except plumbing equipment sold via retail method) | 42172 |
| 5074 | Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method) | 44419 |
| 5075 | Warm Air Heating and Air-Conditioning Equipment and Supplies | 42173 |
| 5078 | Refrigeration Equipment and Supplies | 42174 |
| 5084 | Industrial Machinery and Equipment | 42183 |
| 5085 | Industrial Machinery and Equipment | 42183 |
| 5085 | Industrial Supplies (except fluid power accessories) | 42184 |
| 5088 | Transportation Equipment and Supplies, Except Motor Vehicles | 42186 |
| 5093 | Scrap and Waste Materials | 42193 |
| 5112 | Stationery and Office Supplies (except stationary and office supplies sold via retail method) | 42212 |
| 5112 | Professional Equipment and Supplies, NEC (school and church supplies sold via retail method) | 45321 |

| | | |
|------|--|--------|
| 5137 | Women's, Children's, and Infants' Clothing and Accessories | 42233 |
| 5141 | Groceries, General Line | 42241 |
| 5149 | Groceries and Related Products, NEC | 42249 |
| 5153 | Grain and Field Beans | 42251 |
| 5162 | Plastics Materials and Basic Forms and Shapes | 42261 |
| 5169 | Chemicals and Allied Products, NEC | 42269 |
| 5172 | Petroleum and Petroleum Products Wholesalers, Except Bulk Stations and Terminals | 42272 |
| 5199 | Nondurable Goods, NEC (except specialty advertising) | 42299 |
| 5199 | Advertising, NEC (except media buying, display advertising, except outdoor; and advertising material distributors) | 54189 |
| 5211 | Lumber, Plywood, Millwork, and Wood Panels (except construction materials sold via retail method) | 42131 |
| 5211 | Lumber and Other Building Materials Dealers (home center stores) | 44411 |
| 5211 | Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method) | 44419 |
| 5251 | Hardware Stores | 44413 |
| 5311 | Department Stores | 45211 |
| 5331 | Miscellaneous General Merchandise Stores (except warehouse club and supermarket/general merchandise combination) | 45299 |
| 5399 | Miscellaneous General Merchandise Stores (warehouse clubs and supermarket/general merchandise combination) | 45291 |
| 5399 | Miscellaneous General Merchandise Stores (except warehouse club and supermarket/general merchandise combination) | 45299 |
| 5411 | Grocery Stores (except convenience stores and grocery stores with substantial general merchandise) | 44511 |
| 5411 | Grocery Stores (convenience stores without gas) | 44512 |
| 5411 | Gasoline Service Station (gasoline station with convenience store) | 44711 |
| 5411 | Miscellaneous General Merchandise Stores (warehouse clubs and supermarket/general merchandise combination) | 45291 |
| 5441 | Candy, Nut, and Confectionery Stores (chocolate candy stores, preparing on premises) | 31133 |
| 5461 | Retail Bakeries (bread, cake and related products baked and sold on premise) | 311811 |
| 5461 | Retail Bakeries (selling only) | 445291 |
| 5461 | Eating Places (cafeterias) | 722213 |
| 5511 | Motor Vehicle Dealers (New and Used) | 44111 |
| 5621 | Women's Clothing Stores | 44812 |
| 5651 | Family Clothing Stores | 44814 |
| 5712 | Wood Kitchen Cabinets | 33711 |
| 5712 | Furniture (Wholesale) (sold via the retail method) | 44211 |

| | | |
|------|---|--------|
| 5712 | Wood Household Furniture, Upholstered | 337121 |
| 5712 | Wood Household Furniture, Except Upholstered | 337122 |
| 5719 | Drapery, Curtain, and Upholstery Stores (drapery and curtain stores) | 442291 |
| 5719 | Miscellaneous Homefurnishings Stores (except pottery and crafts made and sold on site and frame shops, and window furnishings) | 442299 |
| 5734 | Computers and Computer Peripheral Equipment and Software (sold via retail method) | 44312 |
| 5812 | Dinner Theaters | 71111 |
| 5812 | Full Service Restaurants | 72211 |
| 5812 | Food Service Contractors | 72231 |
| 5812 | Eating Places (food service contractors) | 72232 |
| 5812 | Miscellaneous Food Stores (coffee shops making and serving food and beverages for immediate consumption) | 722212 |
| 5812 | Eating Places (cafeterias) | 722213 |
| 5912 | Drug Stores and Proprietary Stores | 44611 |
| 5921 | Liquor Stores | 44531 |
| 5932 | Used Merchandise Stores (except pawn shops) | 45331 |
| 5932 | Used Merchandise Stores (pawnshops) | 522298 |
| 5941 | Repair Shops and Related Services, NEC (bicycle sales locations providing supporting repair services as major source of receipts) | 45111 |
| 5942 | Book Stores | 451211 |
| 5943 | Professional Equipment and Supplies, NEC (school and church supplies sold via retail method) | 45321 |
| 5945 | Hobby, Toy, and Game Stores | 45112 |
| 5949 | Drapery, Curtain, and Upholstery Stores (upholstery materials) | 45113 |
| 5961 | Catalog and Mail-Order Houses | 45411 |
| 5963 | Meat and Fish (Seafood) Markets, Including Freezer Provisioners (freezer provisioners) | 45439 |
| 5963 | Eating Places (caterers) | 72233 |
| 5984 | Petroleum Bulk Stations and Terminals (LP gas sold to final consumer) | 454312 |
| 5992 | Florists | 45311 |
| 5999 | Service Establishment Equipment and Supplies (beauty and barber supplies sold via retail method) | 44612 |
| 5999 | Miscellaneous Retailer, NEC (rough gems) | 44831 |
| 5999 | Miscellaneous Retail Stores, NEC (pet and pet supplies) | 45391 |
| 5999 | Miscellaneous Retail Stores, NEC (art dealer) | 45392 |
| 5999 | Household Appliance Stores | 443111 |
| 5999 | Radio, Television, and Consumer Electronics Stores (except auto radios) | 443112 |
| 5999 | Medical, Dental, and Hospital Equipment and Supplies (sold via retail method) | 446199 |

| | | |
|------|---|--------|
| 5999 | Miscellaneous Retail Stores, NEC (except art, pet and pet supplies, hearing aids, artificial limbs, cosmetics, telephones, typewriters, personal appliances and rough gems) | 453998 |
| 6021 | National Commercial Banks (banking) | 52211 |
| 6021 | National Commercial Banks (trust services) | 523991 |
| 6022 | National Commercial Banks (banking) | 52211 |
| 6022 | State Commercial Banks (private and industrial banking) | 52219 |
| 6022 | National Commercial Banks (credit card issuing) | 52221 |
| 6022 | National Commercial Banks (trust services) | 523991 |
| 6035 | Savings Institutions, Federally Chartered | 52212 |
| 6061 | Credit Unions, Federally Chartered | 52213 |
| 6062 | Credit Unions, Federally Chartered | 52213 |
| 6111 | Branches and Agencies of Foreign Banks (international trade financing) | 522293 |
| 6153 | Personal Credit Institutions (installment sales finance) | 52222 |
| 6159 | Finance Leasing and Operating Leasing Combined | 532 |
| 6159 | Personal Credit Institutions (installment sales finance) | 52222 |
| 6159 | Branches and Agencies of Foreign Banks (international trade financing) | 522293 |
| 6159 | Used Merchandise Stores (pawnshops) | 522298 |
| 6211 | Security Brokers, Dealers, and Flotation Companies (securities dealers and underwriters) | 52311 |
| 6211 | Security Brokers, Dealers, and Flotation Companies (security brokers) | 52312 |
| 6211 | Securities Brokers, Dealers and Flotation Companies (except securities and commodity dealers) | 52391 |
| 6211 | Functions Related to Depository Banking, NEC (deposit brokers) | 523999 |
| 6282 | Investment Advice (portfolio managers) | 52392 |
| 6282 | Investment Advice (except portfolio managers) | 52393 |
| 6311 | Life Insurance (reinsurers) | 52413 |
| 6311 | Life Insurance (life insurers-direct) | 524113 |
| 6324 | Life Insurance (reinsurers) | 52413 |
| 6324 | Accident and Health Insurance (self insurers) | 52519 |
| 6324 | Hospital and Medical Service Plans (health and medical insurers-direct) | 524114 |
| 6331 | Life Insurance (reinsurers) | 52413 |
| 6331 | Accident and Health Insurance (self insurers) | 52519 |
| 6331 | Fire, Marine, and Casualty Insurance (fire, marine, and casualty insurers-direct) | 524126 |
| 6371 | Investment Advice (portfolio managers) | 52392 |
| 6371 | Pension, Health, and Welfare Funds (pension funds) | 52511 |
| 6371 | Pension, Health, and Welfare Funds (health and welfare funds) | 52512 |
| 6371 | Pension, Health, and Welfare Funds (administrators) | 524292 |
| 6411 | Insurance Agents, Brokers and Service (insurance agents and brokers) | 52421 |

| | | |
|------|--|--------|
| 6411 | Insurance Agents, Brokers and Service (insurance claims adjusters) | 524291 |
| 6411 | Pension, Health, and Welfare Funds (administrators) | 524292 |
| 6411 | Insurance Agents, Brokers and Service (except processors, agents and brokers, and claims adjusters) | 524298 |
| 6512 | Operators of Nonresidential Buildings (other except stadium and arena owners) | 53112 |
| 6512 | Stadium and Arena Owners | 71131 |
| 6513 | Operators of Apartment Buildings | 53111 |
| 6531 | Real Estate Agents Managers (agents and brokers) | 53121 |
| 6531 | Real Estate Agents and Managers (appraisers) | 53132 |
| 6531 | Real Estate Agents and Managers (except real estate managers, condominium management, cemetery management, agents and brokers, and appraisers) | 53139 |
| 6531 | Funeral Services and Crematories (funeral homes and services) | 81222 |
| 6531 | Political Organizations | 81399 |
| 6531 | Real Estate Agents and Managers (managers-residential, real estate) | 531311 |
| 6531 | Real Estate Agents and Managers (managers-nonresidential, real estate) | 531312 |
| 6552 | Land Subdividers and Developers, Except Cemeteries | 23311 |
| 6719 | Offices of Holding Companies, NEC | 551112 |
| 6732 | Education, Religious, and Charitable Trusts | 813211 |
| 6798 | Real Estate Investment Trusts | 52593 |
| 7011 | Hotels and Motels, except Casino Hotels | 72111 |
| 7011 | Organization Hotels and Lodging Houses, on Membership Basis (hotels) | 72112 |
| 7011 | Bed and Breakfast Inns | 721191 |
| 7011 | Hotels and Motels (bed and breakfast inns) | 721199 |
| 7032 | Recreational Vehicle Parks and Campgrounds | 721214 |
| 7218 | Laundry and Garment Services, NEC, (diaper service) | 812332 |
| 7231 | Beauty and Cosmetology Schools | 611511 |
| 7231 | Barber Shops (except barber colleges) | 812112 |
| 7231 | Beauty Shops (except beauty and cosmetology schools and manicure and pedicure salons) | 812113 |
| 7322 | Business Services, NEC (business service centers, except private mail centers and mail box rental) | 56144 |
| 7322 | Adjustment Bureaus | 561491 |
| 7331 | Direct Mail Advertising Services | 54186 |
| 7349 | Disinfecting and Pest Control Services (exterminating and pest control) | 56172 |
| 7359 | Equipment Rental and Leasing, NEC (appliances, TV, VCR, and electronic equipment rental) | 53221 |
| 7359 | Equipment Rental and Leasing, NEC (general rental centers) | 53231 |
| 7359 | Equipment Rental and Leasing (office machine rental and leasing) | 53242 |
| 7359 | Medical Equipment Rental and Leasing (medical machinery and equipment) | 53249 |

| | | |
|------|---|--------|
| 7359 | Equipment Rental and Leasing, NEC (except transportation equipment, industrial equipment, and consumer electronics, appliances and home and garden equipment) | 532299 |
| 7359 | Water Transportation Services, NEC (boat and ship rental, commercial) | 532411 |
| 7359 | Heavy Construction Equipment Rental and Leasing (without operators) | 532412 |
| 7359 | Equipment Rental and Leasing, NEC | 561491 |
| 7359 | Portable Toilet Rental | 562991 |
| 7371 | Computer Programming Services | 541511 |
| 7372 | Prepackaged Software (software publishing) | 51121 |
| 7372 | Prepackaged Software (reproduction of software) | 334611 |
| 7373 | Computer Integrated Systems Design | 541512 |
| 7374 | Computer Processing and Data Preparation and Processing Services | 51421 |
| 7375 | Information Retrieval Services | 514191 |
| 7378 | Computers and Computer Peripheral Equipment and Software (sold via retail method) | 44312 |
| 7378 | Electrical and Electronic Repair Shops, NEC (consumer equipment except computer, TV, stereo, VCR, and radio) | 811212 |
| 7379 | Business Services, NEC (audio taping services) | 51229 |
| 7379 | Business Services, NEC (drafting service) | 54134 |
| 7379 | Business Services, NEC (map making services) | 54137 |
| 7379 | Business Services, NEC (interior design) | 54141 |
| 7379 | Business Services, NEC (industrial design) | 54142 |
| 7379 | Business Services, NEC (fashion, furniture, and other design services) | 54149 |
| 7379 | Automobile Parking | 81299 |
| 7379 | Business Services, NEC (process services, patent agents, notaries public, paralegal services) | 541199 |
| 7379 | Computer Integrated Systems Design | 541512 |
| 7379 | Computer Related Services, NEC (except computer systems consultants) | 541519 |
| 7389 | Business Services, NEC (recording studios) | 51224 |
| 7521 | Photofinishing Laboratories (one-hour) | 81293 |
| 7534 | Tire Retreading and Repair Shops (rebuilding) | 326212 |
| 7539 | Automotive Transmission Repair Shops | 811118 |
| 7623 | Commercial Refrigerator Equipment Repair | 81131 |
| 7623 | Household Appliance Stores | 443111 |
| 7623 | Repair Shops and Related Services, NEC (lawnmower repair shops, sharpening and repairing knives, saws and tools) | 811412 |
| 7641 | Repairs Shops and Related Services, NEC (gas appliance repair service, sewing machine repair, stove repair shops, and other non-electrical appliance) | 81142 |
| 7694 | Repair | 81131 |
| 7694 | Motors and Generators | 335312 |

| | | |
|------|--|--------|
| 7699 | Livestock Services, Except Veterinary (except custom slaughtering) | 11521 |
| 7699 | Repair Shops and Related Services, NEC (bicycle sales locations providing supporting repair services as major source of receipts) | 45111 |
| 7699 | Water Transportation Services, NEC (all but lighthouse operations, piloting vessels in and out of harbors, boat and ship rental, and marine salvage) | 48839 |
| 7699 | Carpet and Upholstery Cleaning | 56179 |
| 7699 | Other Non-Automotive Transportation Equipment and Industrial Machinery and Equipment | 81131 |
| 7699 | Reupholstery and Furniture Repair | 81143 |
| 7699 | Repair Shops and Related Services (leather goods repair shops, luggage repair shops, pocketbook repair shops) | 81149 |
| 7699 | Electrical Work (burglar and fire alarm installation) | 561622 |
| 7699 | Cesspool Cleaning, Sewer Cleaning and Rodding | 562991 |
| 7699 | Electrical and Electronic Repair Shops, NEC (consumer equipment except computer, TV, stereo, VCR, and radio) | 811212 |
| 7699 | Electrical and Electronic Repair Shops, NEC (telephone set repair) | 811219 |
| 7699 | Lawnmower Repair Shops, Sharpening and Repairing Knives, Saws and Tools | 811411 |
| 7699 | Repair Shops and Related Services, NEC (lawnmower repair shops, sharpening and repairing knives, saws and tools) | 811412 |
| 7812 | Motion Picture and Video Tape Production | 51211 |
| 7841 | Video Tape Rental | 53223 |
| 7929 | Theatrical Producers (Except Motion Pictures) and Miscellaneous Theatrical Services (ballet and dance companies) | 71113 |
| 7929 | Bands, Orchestras, Actors, and Entertainment Groups (musical groups and artists and orchestras) | 71119 |
| 7929 | Actors and Actresses | 71151 |
| 7941 | Stadium Operators | 71131 |
| 7941 | Professional Sports Clubs and Promoters (stadium operators) | 71132 |
| 7941 | Sports Agents | 71141 |
| 7941 | Professional Sports Clubs | 711211 |
| 7941 | Racing, Including Track Operations (track operations) | 711219 |
| 7996 | Amusement Parks | 71311 |
| 7997 | Golf Clubs | 71391 |
| 7997 | Marinas | 71394 |
| 7997 | Bowling Centers | 71399 |
| 7999 | Air Transportation, Non-Scheduled (sightseeing planes) | 48799 |
| 7999 | Bands, Orchestras, Actors, and Entertainment Groups (musical groups and artists and orchestras) | 71119 |
| 7999 | Membership Sports and Recreation Clubs (golf clubs) | 71392 |

| | | |
|------|---|--------|
| 7999 | Business Services, NEC (convention and visitors bureaus, tourist information bureaus) | 561599 |
| 7999 | Racing, Including Track Operations (track operations) | 711219 |
| 8011 | Kidney Dialysis Centers | 621493 |
| 8031 | Offices of Doctors of Osteopathy, Except Mental Health | 621111 |
| 8051 | Continuing Care Retirement Communities | 623311 |
| 8052 | Other Intermediate Care Facilities | 62311 |
| 8052 | Mental Retardation Facilities | 62321 |
| 8052 | All Other Skilled Nursing Care Facilities | 623311 |
| 8059 | Other Nursing and Personal Care Facilities | 62311 |
| 8059 | Continuing Care Retirement Communities | 623311 |
| 8062 | General Medical and Surgical Hospitals | 62211 |
| 8063 | Psychiatric Hospitals | 62221 |
| 8069 | Children's Hospitals | 62211 |
| 8072 | Dental Laboratories | 339116 |
| 8082 | Home Health Care Services | 62161 |
| 8093 | Family Planning Centers | 62141 |
| 8099 | Blood and Organ Banks | 621991 |
| 8111 | Legal Services | 54111 |
| 8211 | Elementary and Secondary Schools | 61111 |
| 8221 | Colleges, Universities, and Professional Schools | 61131 |
| 8222 | Junior Colleges and Technical Institutes | 61121 |
| 8231 | Libraries | 51412 |
| 8244 | Business and Secretarial Schools | 61141 |
| 8299 | Barber Shops (barber colleges) | 611512 |
| 8322 | Child and Youth Services | 62411 |
| 8322 | Civic, Social, and Fraternal Organizations (youth development organizations) | 62412 |
| 8322 | Individual and Family Social Services (services for the elderly and disabled) | 62419 |
| 8322 | Community Food Services | 62421 |
| 8322 | Individual and Family Social Services (housing services except temporary shelter) | 62423 |
| 8322 | Correctional Institutions | 92215 |
| 8322 | Temporary Shelter | 624221 |
| 8322 | Individual and Family Social Services (temporary shelter) | 624229 |
| 8331 | Job Training and Vocational Rehabilitation Services | 62431 |
| 8351 | Child Day Care Services | 62441 |
| 8399 | Educational, Religious, and Charitable Trust | 813212 |
| 8399 | Social Services, NEC (voluntary health organizations) | 813219 |
| 8399 | Human Rights Organizations | 813311 |
| 8399 | Social Services, NEC (human rights organizations and) | 813312 |

| | | |
|------|--|--------|
| 8399 | Membership Organizations, NEC (humane societies) | 813319 |
| 8412 | Museums | 71211 |
| 8412 | Museums and Art Galleries (except historic and heritage sites) | 71212 |
| 8422 | Museums and Art Galleries (historic and heritage sites) | 71213 |
| 8422 | Arboreta and Botanical and Zoological Gardens (except nature parks and reserves) | 71219 |
| 8611 | Business Associations | 81391 |
| 8621 | Membership Organizations, NEC (farm business organizations) | 81392 |
| 8631 | Professional Membership Organizations | 81393 |
| 8641 | Youth Development Organizations | 62411 |
| 8641 | Civic and Social Associations | 81341 |
| 8641 | Political Organizations | 81399 |
| 8641 | Executive and Legislative Office, Combined | 92115 |
| 8651 | Labor Unions and Similar Labor Organizations | 81394 |
| 8661 | Religious Organizations | 81311 |
| 8699 | Farm Granges | 81341 |
| 8699 | Farm Business Organizations | 81391 |
| 8699 | Political Organizations | 81399 |
| 8699 | Business Services, NEC (convention and visitors bureaus, tourist information bureaus) | 561599 |
| 8699 | Humane Societies | 813312 |
| 8711 | Engineering Services | 54133 |
| 8712 | Architectural Services | 54131 |
| 8721 | Accounting, Auditing, and Bookkeeping Services (auditing accountants) | 541211 |
| 8721 | Services Allied to Motion Picture Production (talent payment services) | 541214 |
| 8721 | Accounting, Auditing, and Bookkeeping Services (other accounting services) | 541219 |
| 8731 | Commercial Physical and Biological Research (physical and engineering sciences) | 54171 |
| 8731 | Commercial Physical and Biological Research (life sciences) | 54172 |
| 8732 | Commercial Economic, Sociological, and Educational Research (social sciences and humanities) | 54173 |
| 8732 | Commercial Economic, Sociological, and Educational Research (market research and opinion research) | 54191 |
| 8733 | Commercial Physical and Biological Research (physical and engineering sciences) | 54171 |
| 8733 | Commercial Physical and Biological Research (life sciences) | 54172 |
| 8733 | Commercial Economic, Sociological, and Educational Research (social sciences and humanities) | 54173 |
| 8741 | Management Services (except construction management) | 56111 |

| | | |
|------|--|--------|
| 8742 | Management Consulting Services (administrative management and general management consulting) | 541611 |
| 8742 | Management Consulting Services (human resources and personnel management consulting) | 541612 |
| 8742 | Management Consulting Services (marketing consulting) | 541613 |
| 8742 | Management Consulting Services (manufacturing management, physical distribution, and site location consulting) | 541614 |
| 8743 | Public Relations Services | 54182 |
| 8748 | Landscape Counseling and Planning (horticulture consulting) | 54169 |
| 8748 | Educational Test Development and Evaluation Services, Educational Testing, and Educational Consulting | 61171 |
| 8748 | Arrangement of Transportation of Freight and Cargo (freight rate-auditors and tariff consulting) | 541618 |
| 9111 | Executive Offices | 92111 |
| 9121 | Legislative Bodies | 92112 |
| 9131 | Public Finance, Taxation, and Monetary Policy | 92114 |
| 9199 | Civic, Social, and Fraternal Organizations (pt) (Indian Tribal Councils) | 92119 |
| 9223 | Legal Counsel and Prosecution | 92214 |
| 9411 | Administration of Educational Programs | 92311 |
| 9431 | Administration of Public Health Programs | 92312 |
| 9451 | Administration of Social, Human Resource and Income Maintenance Programs | 92314 |
| 9511 | Air and Water Resource and Solid Waste Management | 92411 |
| 9512 | Air and Water Resource and Solid Waste Management | 92412 |
| 9531 | Administration of Housing Programs | 92511 |
| 9532 | Administration of Housing Programs | 92512 |
| 9611 | Administration of General Economic Programs | 92611 |
| 9621 | Administration of General Economic Programs | 92612 |
| 9621 | Airports, Flying Fields, and Airport Terminal Services (private air traffic control) | 488111 |
| 9631 | Regulations and Administration of Transportation Programs (except air traffic control) | 92613 |
| 9711 | National Security | 92811 |
| 9721 | International Affairs | 92812 |
| * | Food Manufacturing | 311 |
| * | Beverage and Tobacco Product Manufacturing | 312 |
| * | Textile Mills | 313 |
| * | Textile Product Mills | 314 |
| * | Apparel Manufacturing | 315 |
| * | Leather and Allied Product Manufacturing | 316 |

| | |
|--|-----|
| * Wood Product Manufacturing | 321 |
| * Paper Manufacturing | 322 |
| * Printing and Related Support Activities | 323 |
| * Petroleum and Coal Products Manufacturing | 324 |
| * Chemical Manufacturing | 325 |
| * Plastics and Rubber Products Manufacturing | 326 |
| * Nonmetallic Mineral Product Manufacturing | 327 |
| * Primary Metal Manufacturing | 331 |
| * Fabricated Metal Product Manufacturing | 332 |
| * Machinery Manufacturing | 333 |
| * Computer and Electronic Product Manufacturing | 334 |
| * Electrical Equipment, Appliance, and Component Manufacturing | 335 |
| * Transportation Equipment Manufacturing | 336 |
| * Furniture and Related Product Manufacturing | 337 |
| * Miscellaneous Manufacturing | 339 |

4(b) Information Requested

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

Organizations interested in joining the ENERGY STAR Program are asked to submit a Letter or Agreement describing their commitment to promoting energy efficiency. They also may be asked to undertake related activities, as described below.

Commercial and Industrial Sector Partners

In order to join ENERGY STAR, organizations in the commercial and industrial sectors are asked to complete and submit a Partnership Letter to EPA. These Partners commit to measure, track, and benchmark their organization's energy performance by using tools such as those offered by ENERGY STAR; develop and implement a plan to improve energy performance in their facilities and operations by adopting the strategy provided by ENERGY STAR (referred to as an energy management plan); and educate their staff and the public about the Partnership with ENERGY STAR, and highlight achievements with the ENERGY STAR Label, where available.

(i) Data items

- A Partnership Letter that includes the following information:
 - Organization's name;
 - Contact information on organization's Chief Executive;
 - Contact information on organization's Energy Manager;

- Contact information on organization's Communications Director (if appropriate);
 - Description of organization (i.e., a check list);
 - Total amount of square footage owned and/or managed in building spaces; and
 - For commercial real estate businesses, total amount of square footage owned.
- An energy management plan that includes strategies for carrying out energy efficient activities.

(ii) Respondent activities

- To join ENERGY STAR, organizations are asked to:
 - Review the instructions of the Partnership Letter;
 - Complete the Partnership Letter; and
 - Return the Partnership Letter to EPA.
- Partners may prepare and follow an energy management plan.

Service and Product Providers

SPPs interested in joining ENERGY STAR complete and submit a Partnership Agreement to EPA. These SPPs agree to follow the terms of the Agreement, where applicable and when it makes business sense (e.g., utilize tools offered by ENERGY STAR for the measurement and verification of energy performance improvements). The SPPs also identify program areas they agree to fulfill.

In addition, SPPs may complete and submit an Energy Service and Product Provider Directory form to EPA. EPA will use the information in the form to add the organization to the SPP Directory. Participation in the Directory is optional. The SPP Directory is updated yearly through mass emails to SPPs.

(i) Data items

- A Partnership Agreement that includes information on:
 - Partner name and date of form completion;
 - The signatory of the Partnership Agreement;
 - Responsible agent of company;

- Additional contacts at company; and
- Program commitments that the SPP agrees to fulfill (i.e., a checklist of Program areas).
- The Energy Service and Product Provider form that requests:
 - Information about the company, such as address, type, sectors that the organization services, types of products, and types of services;
 - A short description of the company; and
 - A camera-ready version of the company logo.

(ii) Respondent activities

- To join ENERGY STAR, SPPs are asked to:
 - Review the instructions of the Partnership Agreement;
 - Complete the Partnership Agreement; and
 - Return the Partnership Agreement to EPA.
- SPPs are also asked to:
 - Complete and submit the Energy and Service Provider form to EPA; and
 - Update the information annually.

Regional Energy Efficiency Program Sponsors

REPS interested in joining ENERGY STAR are asked to complete and submit a Partnership Agreement. They agree to use the Partnership and the ENERGY STAR Label to promote energy performance as an easy and desirable option for organizations and consumers to prevent pollution, protect the global environment, and save on energy bills. They also identify program areas they agree to fulfill.

By joining the Program, REPS agree to participate in a number of information collections. They agree to submit all marketing materials and template designs developed for their ENERGY STAR promotions for EPA review. They agree to develop and submit a plan outlining the specific measures that they will take in cooperatively promoting ENERGY STAR. They also agree to provide regular, written updates to ENERGY STAR, including annual input. Finally, they agree to notify EPA and/or Department of Energy (DOE) of a change in the designated responsible party.

(i) Data items

- A Partnership Agreement that includes the following information:
 - The signatory of the Partnership Agreement;
 - The Program requirements for each program that the Sponsor agrees to fulfill (i.e., a check list of program areas);
 - Responsible agent of company; and
 - Alternate contact(s) at company.
- Marketing materials and template designs developed for ENERGY STAR promotions.
- Program plan for ENERGY STAR promotions.
- Written updates to EPA, including annual input.
- Notification to EPA/DOE of change in designated responsible party.

(ii) Respondent activities

- To join the Program, REPS are asked to:
 - Review the instructions of the Partnership Agreement;
 - Complete the Partnership Agreement; and
 - Return the Partnership Agreement to EPA.
- REPS also agree to:
 - Submit marketing materials and template designs to EPA;
 - Prepare and submit program plan to EPA;
 - Update EPA regularly, including annual input; and
 - Notify EPA/DOE of change in designated responsible party.

Partner Evaluation

EPA may contact some of the Partners periodically to request feedback on their experiences, concerns, and suggestions regarding their Partnership. Note that EPA has already identified a number of specific areas for evaluation including, but not limited to, the effectiveness of Portfolio Manager training, usefulness of the Financial Value Calculator, and improvements in energy efficiency. However, it has not yet developed specific questions or methods for collecting

the information. EPA will determine these parameters based on a range of considerations (e.g., the number of Partners to be contacted, the number of questions to be asked, the nature of the questions) at such time that it seeks to collect the information. EPA believes Partner feedback is essential for the Agency to ensure that the Program effectively meets Partners' needs.

(i) Data items

- Responses to EPA questions, including, but not limited to:
 - Feedback on the effectiveness of Portfolio Manager training;
 - Feedback on the usefulness of the Financial Value Calculator; and
 - Accomplishments in achieving top energy performance.

(ii) Respondent activities

- Partners would be asked to respond to EPA questions.

Small Businesses

Small Businesses who visit the ENERGY STAR Web site may sign up to receive the ENERGY STAR newsletter by providing their email address at the site. In each newsletter that is emailed, they would have the opportunity to be removed from the list if they no longer wanted to subscribe.

(i) Data items

- Email address of Small Business.

(ii) Respondent activities

- To receive the newsletter, Small Businesses provide an email address to EPA.

PORTFOLIO MANAGER

Benchmarking/Labeling

ENERGY STAR offers the public an opportunity to display the ENERGY STAR Label on their buildings if they meet certain energy performance criteria defined by EPA. The application for the ENERGY STAR Label is submitted through EPA's benchmarking tool, Portfolio Manager. Eligible buildings with benchmark scores of 75 or higher may submit information to EPA to apply for

Labels. The application consists of an on-line application, as well as a score report and Letter of Agreement (LOA).

(i) Data items

- Information entered into Portfolio Manager:
 - Contact information;
 - Basic building data (e.g., name, address, year constructed);
 - Building space information (e.g., square footage, occupancy, number of PCs); and
 - Energy use information (e.g., meter name, usage).

(ii) Respondent activities

- Organizations using the benchmarking feature of the Portfolio Manager system perform the following activities:
 - Review the instructions of Portfolio Manager;
 - Gather building and energy data; and
 - Enter the data into Portfolio Manager and print the score report.

[Note: Users have several options for entering building and energy data into Portfolio Manager. These options and associated burden are described in Section 6 of this document.]

- Organizations applying for a Label also perform the following:
 - Contract a Professional Engineer to conduct a facility inspection and notarize the score report;
 - Prepare the online application; and
 - Submit the verified score report and Letter of Agreement (LOA) to EPA.

Information for the Development of New Space Types

EPA expects to increase the number of space-use types available to be benchmarked in Portfolio Manager and eligible for earning an ENERGY STAR Label. Through initial data collection, EPA will collect information from participating organizations in order to build an historical account of energy use for new space type analysis. EPA may ask for information about energy use, building characteristics, and other parameters that will help to add new space-use

types. To beta test the accuracy of the statistical analysis, EPA will collect information from participating organizations in order to test the model to ensure that it produces relevant results.

(i) Data items

- Information collected through initial data collection and beta testing:
 - Contact information;
 - Basic building data (e.g., name, address, year constructed);
 - Building space-use information (e.g., square footage, occupancy, number of PCs); and
 - Energy use information (e.g., meter name, usage).

(ii) Respondent activities

- Organizations participating in the initial data collection will be asked to:
 - Gather building and energy data; and
 - Enter the data into Portfolio Manager or spreadsheet and print score report.
- Organizations participating in the beta testing will be asked to:
 - Review the instructions of Portfolio Manager;
 - Gather building and energy data; and
 - Enter the data into Portfolio Manager and print score report.

User Evaluation

EPA expects to contact some of the users of Portfolio Manager to (1) collect information about the characteristics that lead to top energy performance by evaluating buildings that earn an ENERGY STAR Label and (2) measure the effectiveness and usability of Portfolio Manager as a Web-based tool.

Analysis of Labeled Buildings

EPA intends to contact a number of Labeled buildings periodically to solicit information on the buildings' construction, equipment used in the buildings, building management, and their involvement in ENERGY STAR. EPA will use this information to better understand the specific design, construction, and operating characteristics of Labeled buildings and how these characteristics contributed to the buildings' top energy performance.

(i) Data items

- Responses to EPA questions on:
 - Building construction, e.g.:
 - Construction material;
 - Characteristics of walls and windows; and
 - Energy conservation features.
 - Equipment, e.g.:
 - Heating and cooling equipment; and
 - Lighting systems.
 - Building management, e.g.:
 - Building audits, commissioning, renovations, and upgrades;
 - Operation and maintenance programs;
 - Conferences attended, organizations that staff belong to, etc.; and
 - Other topics related to energy usage and efficiency.
 - ENERGY STAR participation, e.g.:
 - Reasons for applying or re-applying for Label;
 - Persons responsible for Label application; and
 - Reasons why building qualified for Label.

(ii) Respondent activities

- Labeled buildings may be asked to respond to EPA questions.

Usability Questions

EPA intends to periodically contact some of the users of Portfolio Manager to solicit feedback on the effectiveness and usability of Portfolio Manager as a Web-based tool. EPA will use this information to evaluate and improve it.

(i) Data items

- Feedback on Portfolio Manager, e.g.:
 - The user-friendliness of the system; and
 - Additional features that might be needed.

(ii) Respondent activities

- Users of Portfolio Manager may be asked to respond to EPA questions.

On-site Label Verification

EPA intends to visit a number of Labeled buildings for quality control purposes. EPA may confirm, for example, the accuracy of the information provided in the Label application. EPA may request facility documentation during the verification.

(i) Data items

- Information requested by EPA, e.g.:
 - Facility data (e.g., energy use data); and
 - Verified benchmarking score reports.

(ii) Respondent activities

- Labeled buildings visited by EPA may be asked to provide information during or after the visit.

Target Finder

Organizations or individuals who are interested in setting an energy performance target for new building design can use the Target Finder tool available on the ENERGY STAR Web site. Target Finder is a Web-based software tool designed to assist architects, engineers and energy consultants with selecting an energy performance target for new design and comparing estimated energy consumption in the established target. The design team enters specific information into Target Finder (e.g., building information, space type, etc.) and generates a Statement of Energy Design Intent. The Statement of Energy Design Intent allows the team to determine how its building design compares to top performing buildings in the U.S.

(i) Data items

- Information entered into Target Finder:
 - Building information;
 - Space type;
 - Target score; and
 - Design energy (estimated energy consumption).

(ii) Respondent activities

- Respondents enter information into Target Finder.

MILESTONES

As part of the Partnership Letter, organizations commit to continuous improvement. To track Partner progress against their goal, EPA provides organizations recognition incentives to meet specific targets, or “milestones,” in energy performance improvements. These follow the Partnership Letter and include that they track and benchmark all of their buildings, and notify EPA of this accomplishment. The notification to EPA would include a print out from Portfolio Manager or their password to Portfolio Manager. The notification could be sent by letter, fax, or email.

EPA does not mandate reporting against these milestones, but rather requests that Partners who reach a target inform EPA by email or mail when they have met the energy improvement thresholds of 10, 20, and 30 percent. These follow-up notifications would include their score report from Portfolio Manager or their password.

[Note that this ICR addresses the participants’ activities associated with their Partnership Letter in the section, “Joining the ENERGY STAR Program and Related Activities.” Their benchmarking activities are addressed in the section, “Portfolio Manager.” Hence, this section on Milestones addresses only the initial and follow-up notifications.]

(i) Data items

- Initial notification to EPA, including score report from Portfolio Manager or password.
- Follow-up notification to EPA, including score report from Portfolio Manager or password.

(ii) Respondent activities

- Partners would:
 - Send initial letter, fax, or email to EPA, along with score report or password for Portfolio Manager notifying EPA of participation; and
 - Send follow-up letter, fax, or email to EPA, along with the score report or password for Portfolio Manager, notifying the Agency that the various thresholds were achieved.

ENERGY STAR AWARDS

Organizations interested in receiving recognition for their efforts in improving their energy performance may apply for an ENERGY STAR Award. EPA currently issues the following awards under the ENERGY STAR Program:

- Leadership in Energy Management - eligible organizations include C&I Partners.
- Excellence in Service Provider Performance - eligible organizations include SPPs.
- Excellence in Business and Institutional Outreach - eligible organizations include Endorsers.
- Regional, State, and Community Leadership in Energy Efficiency - eligible organizations include REPS.

In addition, Small Businesses may complete an application on-line or submit a hardcopy application to receive an award as part of their own recognition efforts.

(i) Data items

- Information from C&I Partners applying for the Leadership in Energy Management award:
 - Contact information;
 - A short description of organization;
 - A color and black-and-white corporate logo;
 - Description of specific energy management strategies, policies, and programs that demonstrate the organization's commitment to continuous improvement of energy performance;
 - Information about the way the organization tracks energy consumption;
 - Information about the organization's benchmarking efforts;
 - A description of energy achievements, including the number of buildings/facilities (or the percentage of facilities) upgraded and results;
 - Information about communication of achievements and relationship with ENERGY STAR internally and externally; and
 - Information about any other efforts that the organization has taken in the ENERGY STAR Program, if applicable.
- Information from SPPs applying for Excellence in Service Provider Performance award:

- Contact information;
 - A short description of the organization;
 - A color and black-and-white corporate logo;
 - A description of how the organization has committed to delivering improved energy performance to the market using ENERGY STAR;
 - A description of benchmarking efforts and ENERGY STAR Label applications completed using ENERGY STAR tools; and
 - Information about ENERGY STAR communication and outreach efforts undertaken by the organization.
- Information from Endorsers applying for Excellence in Business and Institutional Outreach:
 - Contact information;
 - A short description of the organization;
 - A color and black-and-white corporate logo;
 - Information about the Endorser applying;
 - Information about the Endorser's commitment to energy performance; and
 - Information about how the Endorser is promoting ENERGY STAR.
- Information from REPS applying for the Regional, State and Community Leadership in Energy Efficiency award:
 - Contact information;
 - A short description of the organization;
 - A color and black-and-white corporate logo; and
 - Detailed description of a program or initiative from the following areas:
 - ▶ Program Design;
 - ▶ Incorporation of ENERGY STAR; and
 - ▶ Market effects.
- Information from Small Businesses applying for recognition:
 - Contact information;
 - General information about business (e.g., name, address, phone, type of business);
 - Information about how the costs have been reduced through energy efficiency;
 - Information on the benefits of energy efficiency;
 - Information about obstacles or successes and lessons learned; and

- Information about the extent to which the Small Business has implemented energy efficient measures.

(ii) Respondent activities

- Partners that apply for an award are asked to:
 - Review the instructions of the application; and
 - Complete and submit the application, including any supplemental information.

5. THE INFORMATION COLLECTED—AGENCY ACTIVITIES, COLLECTION METHODOLOGY, AND INFORMATION MANAGEMENT

5(a) Agency Activities

This section describes EPA's activities under ENERGY STAR.

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

Partnership Letter or Agreement

- EPA must perform the following activities in distributing the Partnership Letters and Agreements to organizations and in processing submissions:
 - Develop the Partnership Letter and Agreement;
 - Review the completed Partnership Letter or Agreement submitted by organizations;
 - Enter the information contained in the Partnership Letter or Agreement into the iSTAR database; and
 - Develop and send a confirmation letter, passwords, and welcome aboard kit.

Service and Product Provider Directory

- EPA must perform the following activities related to the Directory:
 - Develop the SPP Directory form;
 - Review the completed form;
 - Develop and maintain the SPP Directory Web site;
 - Enter information from the form into the SPP Directory Web site;
 - Request updates for information; and
 - Enter updated information into the SPP Directory Web site.

Regional Energy Efficiency Program Sponsors

- EPA must perform the following activities in regard to REPS:
 - Receive and review marketing materials and template designs;
 - Receive and review program plan, regular updates, and annual input;
 - Communicate with REPS periodically; and
 - Follow up on notices of change.

Partner Evaluation

- EPA must perform the following activities in evaluating Partners:
 - Develop the questions;
 - Solicit feedback from selected Partners; and
 - Review answers to questions.

Small Businesses

- EPA must maintain the Web site and member list for Small Businesses.

PORTFOLIO MANAGER

Benchmarking/Labeling

- EPA must perform the following activities related to the benchmarking/Labeling process:
 - Develop and maintain Portfolio Manager;
 - Collect information submitted through Import Tool and enter it into the Portfolio Manager;
 - Keep data current and update when market changes;
 - Review submitted score reports and Label applications; and
 - Send a letter of denial or acceptance (and plaque mold if accepted).

Information for the Development of New Space Types

- EPA must perform the following activities to develop new space types:
 - Conduct initial data gathering; and
 - Conduct beta test.

User Evaluation

Analysis of Labeled Buildings

- EPA must perform the following activities in evaluating Labeled buildings:
 - Develop survey questions;
 - Solicit feedback from respondents;

- Review answers to questions; and
- Take follow-up action.

Usability Questions

- EPA must perform the following activities for usability questions:
 - Develop the questions;
 - Solicit feedback from respondents;
 - Review answers to questions; and
 - Take follow-up action.

On-site Label Verification

- EPA may collect information from Labeled buildings in performing on-site Label verifications.

Target Finder

- EPA must perform the following activities for Target Finder:
 - Develop the Target Finder Tool; and
 - Maintain the Target Finder Tool.

MILESTONES

- EPA must perform the following activities in regard to milestones:
 - Develop the milestones;
 - Promote milestones where appropriate (industry meetings, Web pages, etc.);
 - Review notification letters and score reports from initial submittal;
 - Review notification letters from follow-up submittal; and
 - Send a certificate of achievement.

ENERGY STAR AWARDS

- EPA must perform the following activities to administer the awards process:
 - Develop the awards criteria;

- Receive and review the submitted awards applications and select winners;
and
- Take follow-up action (e.g., send letters of award or loss).

5(b) Collection Methodology and Management

In collecting and analyzing the information associated with this ICR, EPA will use a telephone system, personal computers, and applicable database software. EPA will ensure the accuracy and completeness of collected information by reviewing each submittal. EPA will enter the information obtained into a database and will aggregate data obtained to monitor the progress of participants in improving energy performance.

5(c) Small Entity Flexibility

EPA expects that Small Businesses will participate in the ENERGY STAR Program. EPA has designed its report forms to minimize respondent burden while obtaining sufficient and accurate information. In addition, the initial agreement to participate in the Program is voluntary.

5(d) Collection Schedule

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

Partnership Letter or Agreement

EPA collects the Partnership Letter or Agreement on a one-time basis from organizations seeking to be Partners.

Energy Management Plan

Partners prepare the energy management plan on a one-time basis. They then follow the plan in improving their facilities' energy performance. The plan is not collected by EPA.

SPP Directory

EPA collects information for the SPP Directory when the SPP joins the Program. EPA requests an update of the information annually from SPPs.

Regional Energy Efficiency Program Sponsors

EPA collects information from REPS according to the following schedule:

- Development and submittal of program plan within three months of agreement activation;
- Submittal of regular, written updates to ENERGY STAR on program areas the REPS is promoting;
- Submittal of annual input to ENERGY STAR on the efficacy of initiatives; and
- Notification to EPA/DOE of a change in the designated responsible party within 30 days.

Partner Evaluation

EPA expects to solicit feedback from selected Partners twice per year.

Small Businesses

There is no collection schedule for Small Businesses.

PORTFOLIO MANAGER

Benchmarking/Labeling

There is no schedule for benchmarking or applying for a Label.

User Evaluation

EPA may ask selected participants in the ENERGY STAR Program to provide feedback on the Labeling process or the effectiveness of Portfolio Manager. EPA expects to contact organizations not more than once per year.

Information for the Development of New Space Types

There is no schedule for collecting information for the development of new space types.

On-site Label Verification

There is no collection schedule for on-site Label verification. EPA may collect information from the Labeled buildings when performing the verification.

Target Finder

There is no collection schedule for Target Finder.

MILESTONES

As part of their Partnership Letter, organizations commit to continuous improvement. To track Partner progress against their goal, EPA provides organizations recognition incentives to meet specific targets, or "milestones," in energy performance improvements. These follow the Partnership Letter and include that they track and benchmark all of their buildings and notify EPA of this accomplishment.

EPA does not mandate reporting against the milestones, but rather requests that Partners that reach a target inform EPA by email or mail when they have met the energy improvement thresholds of 10, 20, and 30 percent. These follow-up notifications would include their score report from Portfolio Manager or their password. Such notifications are essential for the Agency to track Partners' progress in improving their energy performance and to recognize Partners' accomplishments.

ENERGY STAR AWARDS

Partners interested in receiving recognition for their energy performance upgrades may submit an ENERGY STAR Award Application each year.

6. ESTIMATING THE BURDEN AND COST OF THE COLLECTION

6(a) Estimating Respondent Burden

Exhibits 1 through 4 estimate the annual respondent burden hours for information collection activities associated with the ENERGY STAR Program in the commercial and industrial sectors. Table 1 presents the total annual hours to respondents under all activities.

6(b) Estimating Respondent Costs

Exhibits 1 through 4 present the annual respondent costs for information collection activities associated with the ENERGY STAR Program in the commercial and industrial sectors. Table 1 presents the total annual respondent costs under all activities. Specific cost assumptions are discussed below.

(i) Estimating Labor Costs

The labor rates used to estimate costs to respondents are consistent with the hourly wage rates published by the Bureau of Labor Statistics publications on employment and earnings. Rates are current as of 2002. Rates reflect the cost of overhead and fringe benefits where appropriate. EPA estimates an average respondent hourly labor rate (hourly plus overhead and fringe) of \$101.82 for legal staff, \$86.74 for managerial staff, \$60.53 for technical staff, and \$34.70 for clerical staff.

(ii) Estimating Capital and Operations and Maintenance (O&M) Costs

Operation and maintenance (O&M) costs are those costs associated with a paperwork requirement incurred continually over the life of the ICR. They are defined by the Paperwork Reduction Act of 1995 as “the recurring dollar amount of costs associated with O&M or purchasing services.” This ICR includes O&M costs for postage (i.e., \$0.37) for each submittal to EPA by postal mail. It also includes a cost of \$1,200 for a building to contract a Professional Engineer to conduct a facility inspection and notarize the score report. There are no capital costs associated with any activities related to the ENERGY STAR Program in the commercial and industrial sectors.

6(c) Estimating Agency Burden and Costs

The hourly labor rates used in this ICR were obtained from the 2002 GS pay schedule available from the Office of Personnel Management. EPA estimates an average hourly labor cost of \$63.31 for legal staff, \$59.20 for managerial staff, \$43.41 for technical staff, and \$17.42 for clerical staff. The labor costs are based on the following GS levels and steps: legal labor rates

were based on GS Level 15, Step 1, managerial labor rates were based on GS Level 14, Step 4, technical labor rates were based on GS Level 12, Step 5, and clerical labor rates were based on GS Level 5, Step 1. To derive hourly estimates, EPA divided annual compensation estimates by 2,080, which is the number of hours in the Federal work-year. EPA then multiplied hourly rates by the standard government overhead factor of 1.6.

6(d) Estimating the Respondent Universe

In this section, EPA describes its estimates of the number of respondents carrying out the information collections under the ENERGY STAR Program in the C&I Sectors. In developing its estimates, EPA referred to its databases (e.g., iStar) and other documentation in order to understand historical trends in the number of new and existing respondents. Based on this understanding, EPA has estimated the average number of respondents associated with each of the information collections under the Program.

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES (EXHIBIT 1)

Commercial and Industrial Sector Partners

EPA estimates that, on average, 150 organizations in the commercial and industrial sectors will submit a Partnership Letter to EPA each year.

In addition, EPA estimates that approximately 25 percent of its existing Partners would prepare an energy management plan during the three-year life of this ICR (i.e., $1,400 \text{ Partners} \times 0.25 = 350 \text{ Partners}$). Each of these 350 Partners is expected to prepare the plan on a one-time basis. In estimating the *annual* respondent hour and cost burden over the three-year period covered by this ICR, EPA annualized the hour and cost burden of this one-time activity by dividing the number of respondents by three. Thus, EPA estimates that 117 Partners would prepare the plan each year (i.e., $350 \text{ Partners} / 3 \text{ years}$).

These assumptions are reflected in Exhibit 1.

Service and Product Providers

EPA estimates that, on average, 30 SPPs will submit a Partnership Agreement to EPA each year. EPA further estimates that, on average, there will be 535 SPPs in existence during the three-year life of this ICR. EPA expects each SPP to send an email to EPA annually updating its information in the SPP Directory as needed. These assumptions are reflected in Exhibit 1.

Regional Energy Efficiency Program Sponsors

EPA estimates that, on average, 30 REPS will submit a Partnership Agreement to EPA each year. These new Partners are also expected to submit related information (e.g., marketing materials and program plan).

In addition, EPA estimates that, on average, 75 REPS will be in existence during the three-year life of this ICR. EPA predicts that they will make, on average, two calls to EPA each year, updating the Agency as needed. EPA also estimates that five percent of existing REPS (i.e., 4) will notify EPA of a change in the designated responsible party each year.

These assumptions are reflected in Exhibit 1.

Partner Evaluation

EPA estimates that it will contact 400 Partners, twice per year, to solicit feedback on their Partnership experiences, concerns, and suggestions for improvements. This is reflected in Exhibit 1.

Small Businesses

EPA estimates that approximately 2,000 Small Businesses will provide their email address to EPA each year to receive an ENERGY STAR newsletter. This is reflected in Exhibit 1.

PORTFOLIO MANAGER (EXHIBIT 2)

Benchmarking

EPA provides several options for organizations to enter information into Portfolio Manager and benchmark their buildings. These options are reflected in Exhibit 2:

- Manual Data Entry. EPA estimates that, each year, 1,000 organizations will set up an account in Portfolio Manager and perform 10,000 initial benchmarks using manual data entry. In addition, EPA estimates 6,000 manual repeat benchmarks each year.
- Data Entry using Import Tool. EPA estimates that 40 organizations will provide their data via an import tool (i.e., spreadsheet) to EPA. EPA will enter the data into Portfolio Manager.

- Automated Data Entry. EPA estimates that 333 organizations will set up and implement an automated process using Extensible Markup Language (XML) to provide information to Portfolio Manager. It is expected that once the organization sets up its account and enters data initially, it will incur little, if any, burden for its repeat benchmarks.

Labeling

EPA estimates that organizations will apply for 1,283 Labels each year. These organizations must contract a Professional Engineer to conduct a facility inspection and notarize the score report. They also must prepare an on-line application and submit the verified score report and Letter of Agreement (LOA) to EPA. These assumptions are reflected in Exhibit 2.

Information for the Development of New Space Types

EPA expects to expand Portfolio Manager by adding new space types. In doing so, the Agency will need to gather information initially to develop a new model of the space types and conduct beta testing to make sure the tool produces relevant results. EPA estimates that participating organizations will gather building and energy data for 2,000 benchmarks each year under the initial data collection phase. EPA further estimates that 20 organizations will conduct 200 benchmarks per year under the beta testing phase. These assumptions are reflected in Exhibit 2.

User Evaluation

EPA expects to solicit feedback from 550 Labeled buildings each year. EPA also expects to solicit feedback from approximately 300 organizations per year to answer questions about the effectiveness and usability of Portfolio Manager. These assumptions are reflected in Exhibit 2.

On-site Label Verification

EPA may visit and request information from 17 Labeled buildings, on average, each year. This is reflected in Exhibit 2.

Target Finder

EPA expects that information on 80 buildings will be entered into the Target Finder tool each year. This is reflected in Exhibit 2.

MILESTONES (EXHIBIT 3)

As part of their Partnership Letter, organizations commit to continuous improvement. To track Partner progress against their goal, EPA provides organizations recognition incentives to meet specific targets, or "milestones," in energy performance improvements. These follow the Partnership Letter and include that they track and benchmark all of their buildings and notify EPA of this accomplishment.

EPA does not mandate reporting against the milestones, but rather requests that Partners that reach a target inform EPA by email or mail when they have met the energy improvement thresholds of 10, 20, and 30 percent. These follow-up notifications would include their score report from Portfolio Manager or their password.

Note that this ICR burdens these organizations for preparing the Partnership Letter and conducting benchmarking in Exhibits 1 and 2, respectively. Exhibit 3 burdens these organizations solely for sending the initial and follow-up notifications to EPA.

EPA estimates that, during the three-year life of this ICR, 1,200 organizations will seek to achieve these milestones and notify EPA of their accomplishments. In estimating the annual respondent hour and cost burden over the three-year period of this ICR, EPA annualized the burden of these one-time notifications by dividing the number of notifiers by three. Thus, EPA estimates that, on average, 400 Partners would submit the initial notification and that 400 would submit a follow-up notification each year (i.e., 1,200 Partners / 3 years), on average, over the three-year period.

These assumptions are reflected in Exhibit 3.

ENERGY STAR AWARDS (EXHIBIT 4)

EPA estimates that 50 C&I Partners, ten SPPs, eight Endorsers, and three REPS will apply for an ENERGY STAR Award each year. EPA also expects that 60 Small Businesses will apply for an award each year. These assumptions are reflected in Exhibit 4.

Exhibit 1

Estimated Annual Respondent Burden and Cost

ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

| Information Collection Activity | Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---|--------------------------------|------------|-----------|----------|---------------------|------------------|------------------------------|------------------|----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Respond. Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./Activities | Total Hours/Year | Total Cost/Year |
| | \$101.82 | \$86.74 | \$60.53 | \$34.70 | | | | | | | |
| Commercial and Industrial Sector Partners (C&I) | | | | | | | | | | | |
| Partnership Letter | | | | | | | | | | | |
| Review the instructions of the Partnership Letter | 0.00 | 0.50 | 0.50 | 0.00 | 1.00 | \$73.64 | \$0.00 | \$0.00 | 150 | 150.00 | \$11,046.00 |
| Complete the Partnership Letter | 0.00 | 0.25 | 0.50 | 0.00 | 0.75 | \$51.95 | \$0.00 | \$0.00 | 150 | 112.50 | \$7,792.50 |
| Return the Partnership Letter to EPA | 0.00 | 0.00 | 0.00 | 0.10 | 0.10 | \$3.47 | \$0.00 | \$0.37 | 150 | 15.00 | \$576.00 |
| Subtotal | 0.00 | 0.75 | 1.00 | 0.10 | 1.85 | \$129.06 | \$0.00 | \$0.37 | 150 | 277.50 | \$19,414.50 |
| Energy Management Plan | | | | | | | | | | | |
| Prepare and follow plan | 0.00 | 0.00 | 5.00 | 0.00 | 5.00 | \$302.65 | \$0.00 | \$0.00 | 117 | 585.00 | \$35,410.05 |
| Subtotal | 0.00 | 0.00 | 5.00 | 0.00 | 5.00 | \$302.65 | \$0.00 | \$0.00 | 117 | 585.00 | \$35,410.05 |
| Subtotal (for Commercial and Industrial Sector Partners) | 0.00 | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 862.50 | \$54,824.55 |
| Service and Product Providers (SPPs) | | | | | | | | | | | |
| Partnership Agreement | | | | | | | | | | | |
| Review the instructions of the Partnership Agreement | 0.00 | 0.50 | 0.50 | 0.00 | 1.00 | \$73.64 | \$0.00 | \$0.00 | 30 | 30.00 | \$2,209.20 |
| Complete the Partnership Agreement | 0.50 | 0.25 | 0.75 | 0.00 | 1.50 | \$117.99 | \$0.00 | \$0.00 | 30 | 45.00 | \$3,539.70 |
| Return the Partnership Agreement to EPA | 0.00 | 0.00 | 0.00 | 0.10 | 0.10 | \$3.47 | \$0.00 | \$0.37 | 30 | 3.00 | \$115.20 |
| Subtotal | 0.50 | 0.75 | 1.25 | 0.10 | 2.60 | \$195.10 | \$0.00 | \$0.37 | 30 | 78.00 | \$5,864.10 |
| SPP Directory | | | | | | | | | | | |
| Complete and submit the Energy and Service Provider Form to EPA | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 30 | 15.00 | \$908.10 |
| Update information annually | 0.00 | 0.00 | 0.08 | 0.00 | 0.08 | \$4.84 | \$0.00 | \$0.00 | 535 | 42.80 | \$2,589.40 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 57.80 | \$3,497.50 |
| Subtotal (for Service and Product Providers) | varies | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 135.80 | \$9,361.60 |

Exhibit 1 (continued)

Estimated Annual Respondent Burden and Cost

ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

| Information Collection Activity | Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|--|--------------------------------|------------|-----------|----------|---------------------|------------------|------------------------------|------------------|----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Respond. Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./Activities | Total Hours/Year | Total Cost/Year |
| Regional Energy Efficiency Program Sponsors (REPS) | \$101.82 | \$86.74 | \$60.53 | \$34.70 | | | | | | | |
| Partnership Agreement | | | | | | | | | | | |
| Review the instructions of the Partnership Agreement | 0.00 | 0.50 | 0.50 | 0.00 | 1.00 | \$73.64 | \$0.00 | \$0.00 | 30 | 30.00 | \$2,209.20 |
| Complete the Partnership Agreement | 0.50 | 0.25 | 0.75 | 0.00 | 1.50 | \$117.99 | \$0.00 | \$0.00 | 30 | 45.00 | \$3,539.70 |
| Return the Partnership Agreement to EPA | 0.00 | 0.00 | 0.00 | 0.10 | 0.10 | \$3.47 | \$0.00 | \$0.37 | 30 | 3.00 | \$115.20 |
| Subtotal | 0.50 | 0.75 | 1.25 | 0.10 | 2.60 | \$195.10 | \$0.00 | \$0.37 | 30 | 78.00 | \$5,864.10 |
| Related Activities | | | | | | | | | | | |
| Submit marketing materials and template designs to EPA | 0.00 | 0.00 | 0.00 | 0.10 | 0.10 | \$3.47 | \$0.00 | \$0.37 | 30 | 3.00 | \$115.20 |
| Prepare and submit program plan to EPA | 0.00 | 0.00 | 2.50 | 0.00 | 2.50 | \$151.33 | \$0.00 | \$0.37 | 30 | 75.00 | \$4,551.00 |
| Update EPA regularly, including annual input | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 150 | 75.00 | \$4,540.50 |
| Notify EPA/DOE of change in designated responsible party | 0.00 | 0.00 | 0.00 | 0.03 | 0.03 | \$1.04 | \$0.00 | \$0.00 | 4 | 0.12 | \$4.16 |
| Subtotal | 0.00 | 0.00 | varies | varies | varies | varies | \$0.00 | varies | varies | 153.12 | \$9,210.86 |
| Subtotal (for Regional Energy Efficiency Program Sponsors) | varies | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 231.12 | \$15,074.96 |
| Partner Evaluation | | | | | | | | | | | |
| Respond to EPA questions | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 800 | 400.00 | \$24,216.00 |
| Subtotal (for Partner Evaluation) | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 800 | 400.00 | \$24,216.00 |
| Small Businesses | | | | | | | | | | | |
| Provide email address to EPA | 0.00 | 0.00 | 0.02 | 0.00 | 0.02 | \$1.21 | \$0.00 | \$0.00 | 2,000 | 40.00 | \$2,420.00 |
| Subtotal (for Small Businesses) | 0.00 | 0.00 | 0.02 | 0.00 | 0.02 | \$1.21 | \$0.00 | \$0.00 | 2,000 | 40.00 | \$2,420.00 |
| TOTAL | varies | varies | varies | varies | varies | varies | varies | varies | varies | 1,669.42 | \$105,897.11 |

Exhibit 2

**Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Portfolio Manager**

| Information Collection Activity | Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---|--------------------------------|------------|-----------|----------|------------------------|---------------------|---------------------------------------|---------------------|-----------------------------------|---------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Respond. Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./ Activities | Total Hours/Year | Total Cost/Year |
| | \$101.82 | \$86.74 | \$60.53 | \$34.70 | | | | | | | |
| Benchmarking | | | | | | | | | | | |
| Manual Data Entry | | | | | | | | | | | |
| New Benchmarks | | | | | | | | | | | |
| Review instructions of Portfolio Manager | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 1,000 | 500.00 | \$30,270.00 |
| Gather building and energy data | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 | \$242.12 | \$0.00 | \$0.00 | 10,000 | 40,000.00 | \$2,421,200.00 |
| Enter data into Portfolio Manager and print score report | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$60.53 | \$0.00 | \$0.00 | 10,000 | 10,000.00 | \$605,300.00 |
| Repeat Benchmarks | | | | | | | | | | | |
| Gather building and energy data | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$60.53 | \$0.00 | \$0.00 | 6,000 | 6,000.00 | \$363,180.00 |
| Enter the data into benchmarking software and print the score report | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 6,000 | 3,000.00 | \$181,620.00 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 59,500.00 | \$3,601,570.00 |
| Data Entry using Import Tool | | | | | | | | | | | |
| Review instructions of Import Tool | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 40 | 20.00 | \$1,210.80 |
| Collect building characteristics, download data into tool, and email to EPA | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$60.53 | \$0.00 | \$0.00 | 800 | 800.00 | \$48,424.00 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 820.00 | \$49,634.80 |
| Automated Data Entry | | | | | | | | | | | |
| Review instructions and set up account and automated process | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$60.53 | \$0.00 | \$0.00 | 333 | 333.00 | \$20,156.49 |
| Collect building characteristics, enter into Portfolio Manager, and print score report | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$60.53 | \$0.00 | \$0.00 | 6,667 | 333.00 | \$20,156.49 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 666.00 | \$40,312.98 |
| Subtotal (for Benchmarking) | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 60,986.00 | \$3,691,517.78 |
| Labeling | | | | | | | | | | | |
| Contract a Professional Engineer to conduct a facility inspection and notarize the score report | 0.00 | 0.00 | 5.00 | 0.00 | 5.00 | \$302.65 | \$0.00 | \$1,200.00 | 1,283 | 6,415.00 | \$1,927,899.95 |
| Prepare online application | 0.00 | 0.00 | 0.33 | 0.00 | 0.33 | \$20.18 | \$0.00 | \$0.00 | 1,283 | 427.67 | \$25,890.94 |
| Submit the verified score report and Letter of Agreement (LOA) to EPA | 0.00 | 0.00 | 0.00 | 0.10 | 0.10 | \$3.47 | \$0.00 | \$0.37 | 1,283 | 128.30 | \$4,926.72 |
| Subtotal (for Labeling) | 0.00 | 0.00 | 5.33 | 0.10 | 5.43 | \$326.30 | \$0.00 | \$1,200.37 | 1,283 | 6,970.97 | \$1,958,717.61 |

Exhibit 2 (continued)

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Portfolio Manager

| Information Collection Activity | Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---|--------------------------------|------------|-----------|----------|---------------------|------------------|------------------------------|------------------|-----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Respond. Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./ Activities | Total Hours/Year | Total Cost/Year |
| | \$101.82 | \$86.74 | \$60.53 | \$34.70 | | | | | | | |
| Information for the Development of New Space Types | | | | | | | | | | | |
| Initial Data Collection | | | | | | | | | | | |
| Gather building and energy data | 0.00 | 0.00 | 5.00 | 0.00 | 5.00 | \$302.65 | \$0.00 | \$0.00 | 2,000 | 10,000.00 | \$605,300.00 |
| Subtotal | 0.00 | 0.00 | 5.00 | 0.00 | 5.00 | \$302.65 | \$0.00 | \$0.00 | 2,000 | 10,000.00 | \$605,300.00 |
| Beta Testing | | | | | | | | | | | |
| Review instructions of Portfolio Manager | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 20 | 10.00 | \$605.40 |
| Gather building and energy data | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 | \$242.12 | \$0.00 | \$0.00 | 200 | 800.00 | \$48,424.00 |
| Enter data into Portfolio Manager and print score report | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$60.53 | \$0.00 | \$0.00 | 200 | 200.00 | \$12,106.00 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 1,010.00 | \$61,135.40 |
| Subtotal (for Information for the Development of New Space Types) | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 11,010.00 | \$666,435.40 |
| User Evaluation | | | | | | | | | | | |
| Analysis of Labeled Buildings | | | | | | | | | | | |
| Respond to EPA questions | 0.00 | 0.00 | 0.40 | 0.00 | 0.40 | \$24.21 | \$0.00 | \$0.00 | 550 | 220.00 | \$13,315.50 |
| Subtotal | 0.00 | 0.00 | 0.40 | 0.00 | 0.40 | \$24.21 | \$0.00 | \$0.00 | 550 | 220.00 | \$13,315.50 |
| Usability Questions | | | | | | | | | | | |
| Respond to EPA questions | 0.00 | 0.00 | 0.17 | 0.00 | 0.17 | \$10.29 | \$0.00 | \$0.00 | 300 | 51.00 | \$3,087.00 |
| Subtotal | 0.00 | 0.00 | 0.17 | 0.00 | 0.17 | \$10.29 | \$0.00 | \$0.00 | 300 | 51.00 | \$3,087.00 |
| Subtotal (for User Evaluation) | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 271.00 | \$16,402.50 |
| On-site Label Verification | | | | | | | | | | | |
| Provide requested information to EPA during inspection | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 | \$242.12 | \$0.00 | \$0.00 | 17 | 68.00 | \$4,116.04 |
| Subtotal (for On-site Label Verification) | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 | \$242.12 | \$0.00 | \$0.00 | 17 | 68.00 | \$4,116.04 |
| Target Finder | | | | | | | | | | | |
| Enter information into Target Finder | 0.00 | 0.00 | 0.08 | 0.00 | 0.08 | \$4.84 | \$0.00 | \$0.00 | 80 | 6.40 | \$387.20 |
| Subtotal (for Target Finder) | 0.00 | 0.00 | 0.08 | 0.00 | 0.08 | \$4.84 | \$0.00 | \$0.00 | 80 | 6.40 | \$387.20 |
| TOTAL | 0.00 | 0.00 | varies | varies | varies | varies | \$0.00 | varies | varies | 79,312.37 | \$6,337,576.53 |

Exhibit 3

**Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Milestones**

| Information Collection Activity | Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---|--------------------------------|------------|-----------|----------|------------------------|---------------------|---------------------------------------|------------------------|-----------------------------------|---------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Respond. Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./ Activities | Total Hours/Year | Total Cost/Year |
| | \$101.82 | \$86.74 | \$60.53 | \$34.70 | | | | | | | |
| Milestones | | | | | | | | | | | |
| Send initial letter, fax, or email to EPA, along with score report or password for Portfolio Manager, notifying the Agency of Milestones participation | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 400 | 200.0 | \$12,108.00 |
| Send follow-up letter, fax, or email to EPA, along with score report or password for Portfolio Manager, notifying the Agency that the various thresholds were achieved. | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 400 | 200.0 | \$12,108.00 |
| TOTAL | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$60.54 | \$0.00 | \$0.00 | 400 | 400.0 | \$24,216.00 |

Exhibit 4

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: ENERGY STAR Awards

| Information Collection Activity | Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---|--------------------------------|------------|-----------|----------|------------------------|---------------------|---------------------------------------|------------------------|-----------------------------------|---------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Respond. Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./ Activities | Total Hours/Year | Total Cost/Year |
| | \$101.82 | \$86.74 | \$60.53 | \$34.70 | | | | | | | |
| Commerical and Industrial Sector Partners | | | | | | | | | | | |
| Review the instructions of the application | 0.00 | 1.00 | 1.50 | 0.00 | 2.50 | \$177.54 | \$0.00 | \$0.00 | 50 | 125.00 | \$8,877.00 |
| Complete and submit the application, including any supplemental information | 0.00 | 8.00 | 12.00 | 4.00 | 24.00 | \$1,559.08 | \$0.00 | \$5.00 | 50 | 1,200.00 | \$78,204.00 |
| Subtotal | 0.00 | 9.00 | 13.50 | 4.00 | 26.50 | \$1,736.62 | \$0.00 | \$5.00 | 50 | 1,325.00 | \$87,081.00 |
| Service and Product Providers | | | | | | | | | | | |
| Review the instructions of the application | 0.00 | 1.00 | 1.50 | 0.00 | 2.50 | \$177.54 | \$0.00 | \$0.00 | 10 | 25.00 | \$1,775.40 |
| Complete and submit the application, including any supplemental information | 0.00 | 8.00 | 12.00 | 4.00 | 24.00 | \$1,559.08 | \$0.00 | \$5.00 | 10 | 240.00 | \$15,640.80 |
| Subtotal | 0.00 | 9.00 | 13.50 | 4.00 | 26.50 | \$1,736.62 | \$0.00 | \$5.00 | 10 | 265.00 | \$17,416.20 |
| Endorsers | | | | | | | | | | | |
| Review the instructions of the application | 0.00 | 0.75 | 1.00 | 0.00 | 1.75 | \$125.59 | \$0.00 | \$0.00 | 8 | 14.00 | \$1,004.72 |
| Complete and submit the application, including any supplemental information | 0.00 | 2.00 | 4.00 | 2.00 | 8.00 | \$485.00 | \$0.00 | \$5.00 | 8 | 64.00 | \$3,920.00 |
| Subtotal | 0.00 | 2.75 | 5.00 | 2.00 | 9.75 | \$610.59 | \$0.00 | \$5.00 | 8 | 78.00 | \$4,924.72 |
| Regional Energy Efficiency Program Sponsors | | | | | | | | | | | |
| Review the instructions of the application | 0.00 | 0.75 | 1.00 | 0.00 | 1.75 | \$125.59 | \$0.00 | \$0.00 | 3 | 5.25 | \$376.77 |
| Complete and submit the application, including any supplemental information | 0.00 | 4.00 | 8.00 | 4.00 | 16.00 | \$970.00 | \$0.00 | \$5.00 | 3 | 48.00 | \$2,925.00 |
| Subtotal | 0.00 | 4.75 | 9.00 | 4.00 | 17.75 | \$1,095.59 | \$0.00 | \$5.00 | 3 | 53.25 | \$3,301.77 |
| Small Businesses | | | | | | | | | | | |
| Review the instructions of the form | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$30.27 | \$0.00 | \$0.00 | 60 | 30.00 | \$1,816.20 |
| Complete and submit the form | 0.00 | 0.00 | 3.50 | 0.00 | 3.50 | \$211.86 | \$0.00 | \$0.00 | 60 | 210.00 | \$12,711.60 |
| Subtotal | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 | \$242.13 | \$0.00 | \$0.00 | 60 | 240.00 | \$14,527.80 |
| TOTAL | 0.00 | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 1,961.25 | \$127,251.49 |

Exhibit 5

Estimated Annual Agency Burden and Cost

ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

| Information Collection Activity | Agency Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|--|---------------------------------------|------------|-----------|----------|-------------------|------------------|------------------------------|------------------|-----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Agency Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./ Activities | Total Hours/Year | Total Cost/Year |
| Partnership Letter or Agreement | \$63.31 | \$59.20 | \$43.41 | \$17.42 | | | | | | | |
| Develop the Partnership Letter or Agreement | 0.50 | 0.50 | 5.00 | 0.00 | 6.00 | \$278.30 | \$0.00 | \$0.00 | 1 | 6.0 | \$278.30 |
| Review the completed Partnership Letter or Agreement | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 210 | 52.5 | \$2,278.50 |
| Enter the information contained in the Partnership Letter or Agreement into the iSTAR database | 0.00 | 0.00 | 0.00 | 0.25 | 0.25 | \$4.36 | \$0.00 | \$0.00 | 210 | 52.5 | \$915.60 |
| Develop and send a confirmation letter, passwords, and welcome aboard kit | 0.00 | 0.00 | 0.00 | 0.17 | 0.17 | \$2.96 | \$0.00 | \$0.37 | 210 | 35.7 | \$699.30 |
| Subtotal | varies | varies | varies | varies | varies | varies | varies | varies | varies | 146.7 | \$4,171.70 |
| SPP Directory | | | | | | | | | | | |
| Develop the SPP Directory form | 0.00 | 0.50 | 2.00 | 0.00 | 2.50 | \$116.42 | \$0.00 | \$0.00 | 1 | 2.5 | \$116.42 |
| Review the completed form | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$21.70 | \$0.00 | \$0.00 | 30 | 15.0 | \$651.00 |
| Develop and maintain the SPP Directory Web site | 0.00 | 2.00 | 50.00 | 0.00 | 52.00 | \$2,288.80 | \$0.00 | \$0.00 | 1 | 52.0 | \$2,288.80 |
| Enter information from the form into the SPP Directory Web site | 0.00 | 0.00 | 0.00 | 0.17 | 0.17 | \$2.96 | \$0.00 | \$0.00 | 30 | 5.1 | \$88.80 |
| Request updates for information | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$21.70 | \$0.00 | \$0.00 | 1 | 0.5 | \$21.70 |
| Enter updated information into the SPP Directory Web site | 0.00 | 0.00 | 0.00 | 0.08 | 0.08 | \$1.39 | \$0.00 | \$0.00 | 535 | 42.8 | \$743.65 |
| Subtotal | 0.00 | varies | varies | varies | varies | varies | varies | varies | varies | 117.9 | \$3,910.37 |
| Regional Energy Efficiency Program Sponsors (REPS) | | | | | | | | | | | |
| Receive and review marketing materials and template designs | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 30 | 7.5 | \$325.50 |
| Receive and review program plan, regular updates, and annual input | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 30 | 7.5 | \$325.50 |
| Communicate with REPS periodically | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$21.70 | \$0.00 | \$5.00 | 150 | 75.0 | \$4,005.00 |
| Follow up to notices of change | 0.00 | 0.00 | 0.08 | 0.00 | 0.08 | \$3.47 | \$0.00 | \$0.00 | 4 | 0.3 | \$13.88 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | varies | varies | varies | 90.3 | \$4,669.88 |

Exhibit 5 (continued)

Estimated Annual Agency Burden and Cost

ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

| Information Collection Activity | Agency Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---------------------------------------|---------------------------------------|------------|-----------|----------|-------------------|------------------|------------------------|------------------|----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Agency Hours/Year | Labor Costs/Year | Annual Capital Startup | Annual O&M Costs | No. of Respond./Activities | Total Hours/Year | Total Cost/Year |
| | \$63.31 | \$59.20 | \$43.41 | \$17.42 | | | | | | | |
| Partner Evaluation | | | | | | | | | | | |
| Develop the questions | 0.00 | 0.00 | 2.00 | 0.00 | 2.00 | \$86.82 | \$0.00 | \$0.00 | 1 | 2.0 | \$86.82 |
| Solicit feedback from respondents | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$21.70 | \$0.00 | \$5.00 | 800 | 400.0 | \$21,360.00 |
| Review answers to questions | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 800 | 200.0 | \$8,680.00 |
| Subtotal | 0.00 | 0.00 | 2.75 | 0.00 | 2.75 | varies | varies | varies | varies | 602.0 | \$30,126.82 |
| Small Businesses | | | | | | | | | | | |
| Maintain the Web site and member list | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$43.41 | \$0.00 | \$0.00 | 1 | 1.0 | \$43.41 |
| Subtotal | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | \$43.41 | \$0.00 | \$0.00 | 1 | 1.0 | \$43.41 |
| TOTAL | varies | varies | varies | varies | varies | varies | varies | varies | varies | 956.9 | \$42,878.77 |

Exhibit 6

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Portfolio Manager

| | Agency Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---|---------------------------------------|------------|-----------|----------|-------------------|------------------|------------------------------|------------------|----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Agency Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./Activities | Total Hours/Year | Total Cost/Year |
| Information Collection Activity | \$63.31 | \$59.20 | \$43.41 | \$17.42 | | | | | | | |
| Benchmarking | | | | | | | | | | | |
| Develop and maintain Portfolio Manager | 0.00 | 400.00 | 1,000.00 | 400.00 | 1,800.00 | \$74,057.60 | \$0.00 | \$0.00 | 1 | 1,800.00 | \$74,057.60 |
| Collect information submitted through Import Tool and enter it into the Portfolio Manager | 0.00 | 0.00 | 6.00 | 0.00 | 6.00 | \$260.45 | \$0.00 | \$0.00 | 40 | 240.00 | \$10,418.00 |
| Keep data current and update when market changes | 0.00 | 0.00 | 10.00 | 0.00 | 10.00 | \$434.08 | \$0.00 | \$0.00 | 1 | 10.00 | \$434.08 |
| Subtotal | 0.00 | 400.00 | varies | 400.00 | varies | varies | varies | varies | varies | 2,050.00 | \$84,909.68 |
| Labeling | | | | | | | | | | | |
| Review submitted score reports and label applications | 0.00 | 0.10 | 0.50 | 0.50 | 1.10 | \$36.34 | \$0.00 | \$0.00 | 1,283 | 1,411.30 | \$46,624.22 |
| Send a letter of denial/acceptance (and plaque mold if accepted) | 0.00 | 0.00 | 0.00 | 0.50 | 0.50 | \$8.71 | \$0.00 | \$0.37 | 1,283 | 641.50 | \$11,649.64 |
| Subtotal | 0.00 | varies | varies | varies | varies | varies | varies | varies | varies | 2,052.80 | \$58,273.86 |
| Information for the Development of New Space Types | | | | | | | | | | | |
| Conduct initial data gathering | 0.00 | 4.00 | 10.00 | 4.00 | 18.00 | \$740.58 | \$0.00 | \$0.00 | 1 | 18.00 | \$740.58 |
| Conduct beta test | 0.00 | 4.00 | 10.00 | 4.00 | 18.00 | \$740.58 | \$0.00 | \$0.00 | 1 | 18.00 | \$740.58 |
| Subtotal | 0.00 | 8.00 | 20.00 | 8.00 | 36.00 | \$1,481.16 | \$0.00 | \$0.00 | 1 | 36.00 | \$1,481.16 |
| User Evaluation | | | | | | | | | | | |
| Analysis of Labeled Buildings | | | | | | | | | | | |
| Develop the questions | 0.00 | 0.00 | 2.00 | 0.00 | 2.00 | \$86.82 | \$0.00 | \$0.00 | 1 | 2.00 | \$86.82 |
| Solicit feedback from respondents | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$21.70 | \$0.00 | \$0.00 | 550 | 275.00 | \$11,935.00 |
| Review answers to questions | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 550 | 137.50 | \$5,967.50 |
| Take follow-up action | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 550 | 137.50 | \$5,967.50 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 552.00 | \$23,956.82 |
| Usability Questions | | | | | | | | | | | |
| Develop the questions | 0.00 | 0.00 | 2.00 | 0.00 | 2.00 | \$86.82 | \$0.00 | \$0.00 | 1 | 2.00 | \$86.82 |
| Solicit feedback from respondents | 0.00 | 0.00 | 0.50 | 0.00 | 0.50 | \$21.70 | \$0.00 | \$0.00 | 300 | 150.00 | \$6,510.00 |
| Review answers to questions | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 300 | 75.00 | \$3,255.00 |
| Take follow-up action | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 300 | 75.00 | \$3,255.00 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 302.00 | \$13,106.82 |
| Subtotal (for User Evaluation) | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | \$0.00 | varies | 854.00 | \$37,063.64 |

Exhibit 6 (continued)

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Portfolio Manager

| | Agency Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|--|---------------------------------------|------------|-----------|----------|-------------------|------------------|------------------------------|------------------|-----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Agency Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./ Activities | Total Hours/Year | Total Cost/Year |
| Information Collection Activity | \$63.31 | \$59.20 | \$43.41 | \$17.42 | | | | | | | |
| On-site Label Verification | | | | | | | | | | | |
| Perform on-site label verification | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 | \$173.63 | \$0.00 | \$0.00 | 17 | 68.00 | \$2,951.71 |
| Subtotal | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 | \$173.63 | \$0.00 | \$0.00 | 17 | 68.00 | \$2,951.71 |
| Target Finder | | | | | | | | | | | |
| Develop Target Finder tool | 0.00 | 8.00 | 20.00 | 8.00 | 36.00 | \$1,481.15 | \$0.00 | \$0.00 | 1 | 36.00 | \$1,481.15 |
| Maintain Target Finder tool | 0.00 | 8.00 | 20.00 | 8.00 | 36.00 | \$1,481.15 | \$0.00 | \$0.00 | 1 | 36.00 | \$1,481.15 |
| Subtotal | 0.00 | 16.00 | 40.00 | 16.00 | 72.00 | \$2,962.30 | \$0.00 | \$0.00 | 1 | 72.00 | \$2,962.30 |
| TOTAL | 0.00 | varies | varies | varies | varies | varies | varies | varies | varies | 7,721.10 | \$174,535.53 |

Exhibit 7

**Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Milestones**

| | Agency Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|--|---------------------------------------|------------|-----------|----------|-------------------|------------------|------------------------------|------------------|-----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Agency Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./ Activities | Total Hours/Year | Total Cost/Year |
| Information Collection Activity | \$63.31 | \$59.20 | \$43.41 | \$17.42 | | | | | | | |
| Milestones | | | | | | | | | | | |
| Develop the milestones | 0.00 | 0.00 | 21.00 | 0.00 | 21.00 | \$911.57 | \$0.00 | \$0.00 | 1 | 21.00 | \$911.57 |
| Promote milestone efforts where appropriate (industry meetings, web pages, etc.) | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 400 | 100.00 | \$4,340.00 |
| Review notification letters and score reports from initial submittal | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 400 | 100.00 | \$4,340.00 |
| Review notification letters from follow-up submittal | 0.00 | 0.00 | 0.25 | 0.00 | 0.25 | \$10.85 | \$0.00 | \$0.00 | 400 | 100.00 | \$4,340.00 |
| Send a certificate of achievement | 0.00 | 0.00 | 0.30 | 0.00 | 0.30 | \$13.02 | \$0.00 | \$0.37 | 400 | 120.00 | \$5,356.00 |
| TOTAL | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | varies | varies | 441.00 | \$19,287.57 |

Exhibit 8

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: ENERGY STAR Awards

| | Agency Hours and Costs Per Respondent | | | | | | | | Total Hours and Costs | | |
|---|---------------------------------------|------------|-----------|----------|-------------------|------------------|------------------------------|------------------|----------------------------|------------------|-----------------|
| | Legal | Managerial | Technical | Clerical | Agency Hours/Year | Labor Costs/Year | Annual Capital Startup Costs | Annual O&M Costs | No. of Respond./Activities | Total Hours/Year | Total Cost/Year |
| Information Collection Activity | \$63.31 | \$59.20 | \$43.41 | \$17.42 | | | | | | | |
| Commercial and Industrial Sector Partners | | | | | | | | | | | |
| Develop the awards criteria | 0.00 | 1.00 | 9.00 | 1.00 | 11.00 | \$467.30 | \$0.00 | \$0.00 | 1 | 11.00 | \$467.30 |
| Receive and review the submitted awards applications and select winners | 0.00 | 2.00 | 3.00 | 1.00 | 6.00 | \$266.05 | \$0.00 | \$0.00 | 50 | 300.00 | \$13,302.50 |
| Take follow-up action (e.g., send letter of award or loss) | 0.00 | 0.04 | 0.00 | 0.50 | 0.54 | \$10.78 | \$0.00 | \$0.37 | 50 | 26.75 | \$557.50 |
| Subtotal | 0.00 | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 337.75 | \$14,327.30 |
| Service and Product Providers | | | | | | | | | | | |
| Develop the awards criteria | 0.00 | 1.00 | 9.00 | 1.00 | 11.00 | \$467.30 | \$0.00 | \$0.00 | 1 | 11.00 | \$467.30 |
| Receive and review the submitted awards applications and select winners | 0.00 | 2.00 | 3.00 | 1.00 | 6.00 | \$266.05 | \$0.00 | \$0.00 | 10 | 60.00 | \$2,660.50 |
| Take follow-up action (e.g., send letter of award or loss) | 0.00 | 0.03 | 0.00 | 0.50 | 0.53 | \$10.19 | \$0.00 | \$0.37 | 10 | 5.25 | \$105.60 |
| Subtotal | 0.00 | varies | varies | varies | varies | varies | \$0.00 | \$0.00 | varies | 76.25 | \$3,233.40 |
| Endorsers | | | | | | | | | | | |
| Develop the awards criteria | 0.00 | 0.75 | 4.50 | 0.00 | 5.25 | \$239.74 | \$0.00 | \$0.00 | 1 | 5.25 | \$239.74 |
| Receive and review the submitted awards applications and select winners | 0.00 | 0.50 | 1.00 | 0.50 | 2.00 | \$81.72 | \$0.00 | \$0.00 | 8 | 16.00 | \$653.76 |
| Take follow-up action (e.g., send letter of award or loss) | 0.00 | 0.03 | 0.00 | 0.50 | 0.53 | \$10.56 | \$0.00 | \$0.37 | 8 | 4.25 | \$87.44 |
| Subtotal | 0.00 | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 25.50 | \$980.94 |
| Regional Energy Efficiency Program Sponsors | | | | | | | | | | | |
| Develop the awards criteria | 0.00 | 0.75 | 4.50 | 0.00 | 5.25 | \$239.74 | \$0.00 | \$0.00 | 1 | 5.25 | \$239.74 |
| Receive and review the submitted awards applications and select winners | 0.00 | 1.00 | 2.00 | 1.00 | 4.00 | \$163.44 | \$0.00 | \$0.00 | 3 | 12.00 | \$490.32 |
| Take follow-up action (e.g., send letter of award or loss) | 0.00 | 0.08 | 0.00 | 0.50 | 0.58 | \$13.65 | \$0.00 | \$0.37 | 3 | 1.75 | \$42.06 |
| Subtotal | 0.00 | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 19.00 | \$772.12 |
| Small Businesses | | | | | | | | | | | |
| Develop the awards criteria | 0.00 | 0.00 | 4.50 | 0.00 | 4.50 | \$195.34 | \$0.00 | \$0.00 | 1 | 4.50 | \$195.34 |
| Receive and review the submitted awards applications and select winners | 0.00 | 0.00 | 0.88 | 0.00 | 0.88 | \$37.98 | \$0.00 | \$0.00 | 60 | 52.50 | \$2,278.80 |
| Take follow-up action (e.g., send letter of award or loss) | 0.00 | 0.00 | 3.50 | 0.00 | 3.50 | \$151.93 | \$0.00 | \$0.37 | 60 | 210.00 | \$9,138.00 |
| Subtotal | 0.00 | 0.00 | varies | 0.00 | varies | varies | \$0.00 | varies | varies | 267.00 | \$11,612.14 |
| TOTAL | 0.00 | varies | varies | varies | varies | varies | \$0.00 | varies | varies | 725.50 | \$30,925.90 |

6(e) Bottom Line Burden Hours and Cost Tables

(i) Respondent Tally

As shown in Table 1, EPA estimates the total annual hour and cost burden to respondents to be 83,343 hours and \$6,594,941. The bottom-line burden to respondents over three years is estimated to be 250,029 hours and \$19,784,823.

**TABLE 1
TOTAL ESTIMATED RESPONDENT BURDEN AND COST SUMMARY***

| Activity | Total Hours Per Year | Total Labor Cost Per Year | Total Annual Capital Costs | Total Annual O&M Costs | Total Cost Per Year |
|---|-------------------------------------|--|---|---------------------------------------|--------------------------------|
| Joining ENERGY STAR and Related Activities | 1,669 | \$105,797.21 | \$0 | \$100 | \$105,897 |
| Portfolio Manager | 79,312 | \$4,797,501.82 | \$0 | \$1,540,075 | \$6,337,577 |
| Milestones | 400 | \$24,216 | \$0 | \$0 | \$24,216 |
| ENERGY STAR Awards | 1,961 | \$126,896.49 | \$0 | \$355 | \$127,251 |
| TOTAL | 83,343 | \$5,054,411.52 | \$0 | \$1,540,530 | \$6,594,941 |

*Table contains rounding.

(ii) Agency Tally

As shown in Table 2, EPA estimates the total annual hour and cost burden to the Agency to be 9,845 hours and \$267,628. The bottom-line burden to the Agency over three years is estimated to be 29,535 hours and \$802,884.

TABLE 2
TOTAL ESTIMATED AGENCY BURDEN AND COST SUMMARY*

| Agency Activity | Total Hours Per Year | Total Labor Cost Per Year | Total Annual Capital Costs | Total Annual O&M Costs | Total Cost Per Year |
|--|-----------------------------|----------------------------------|-----------------------------------|-----------------------------------|----------------------------|
| Joining ENERGY STAR and Related Activities | 957 | \$38,051 | \$0 | \$4,828 | \$42,879 |
| Portfolio Manager | 7,721 | \$174,061 | \$0 | \$475 | \$174,536 |
| Milestones | 441 | \$19,140 | \$0 | \$148 | \$19,288 |
| ENERGY STAR Awards | 726 | \$30,877 | \$0 | \$48 | \$30,926 |
| TOTAL | 9,845 | \$262,129 | \$0 | \$5,499 | \$267,628 |

*Table contains rounding.

6(f) Reasons for Change in Burden

EPA estimates the total annual respondent burden in this ICR, 1772.03, to be 83,343 hours. This is a decrease of 134,371 hours from the previously approved ICR, 1772.02. There are several reasons for this decrease.

EPA has streamlined ENERGY STAR's information collections since preparing ICR 1772.02. EPA now places a greater emphasis on providing voluntary incentives for improvements and has simplified its collections. For example, EPA no longer requires Partners to submit the Annual Facility Report (AFR), which took Partners over 198,000 hours to prepare/submit annually. EPA also simplified other paperwork related to their Partnership. For example, organizations had previously submitted a Memorandum of Understanding (MOU) to join the program, which took about five hours to complete. Partners now prepare a more streamlined Partnership Letter or Agreement, which takes between 2 and 2.5 hours. As shown in Table 3, EPA estimates that its streamlining has resulted in 203,743 hours in burden reduction annually.

This burden reduction is partially offset, however, because EPA also expects to see greater benchmarking activity over the coming years. EPA developed a Web-based tool, Portfolio Manager, to help organizations benchmark the energy use in their buildings. ICR 1772.02 estimated about 2,300 benchmarkings per year, whereas ICR 1772.03 estimates more than 23,000 benchmarkings per year. This expected growth reflects EPA's view that an increased number of organizations will find Portfolio Manager beneficial and use it to improve their energy

performance. As shown in Table 3, EPA expects to see an annual burden increase in benchmarking and related activities of 69,372 hours from the previous ICR.

In summary, EPA estimates that the burden reduction of 203,743 hours explained above will be partially offset by the burden increase of 69,372 hours resulting from increased benchmarking and related activities. The result is a net burden reduction of 134,371 hours annually.

TABLE 3
COMPARISON OF TOTAL ANNUAL HOURS UNDER ICR 1772.02 AND 1772.03*

| Activity | Total Annual Burden Hours in ICR 1772.02 | Total Annual Burden Hours in ICR 1772.03 | Change in Total Annual Burden Hours in ICR 1772.03 |
|--|---|---|---|
| Annual Facility Report | 198,575 | 0 | (198,575) |
| Other Paperwork Related to Partnership | 7,237 | 2,069 | (5,168) |
| Benchmarking Activities | 10,176 | 79,312 | 69,136 |
| Annual Awards | 1,725 | 1,961 | 236 |
| Total | 217,714 | 83,343 | (134,371) |

* Savings shown in parentheses. Table contains rounding error.

6(g) Burden Statement

JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES

The annual burden for joining ENERGY STAR and conducting related activities is estimated to range from about 2 to 8 hours per respondent. This includes time for preparing and submitting the Partnership Letter or Agreement and other information as requested.

PORTFOLIO MANAGER

The burden for applying for an ENERGY STAR Label is estimated to range from about 5.5 to 10.5 hours per respondent. This includes time for reading the instructions of the benchmarking tool if needed, gathering and entering information on building characteristics and energy use into the tool, printing a score report, and preparing/submitting the Label application materials to EPA.

MILESTONES

The respondent burden for the milestones is reflected in the burden estimates above for “Joining the ENERGY STAR Program and Related Activities” and “Portfolio Manager.”

ENERGY STAR AWARDS

The burden for applying for an ENERGY STAR Award is estimated to range from 4 to 26.5 hours per respondent. This includes time for preparing and submitting the awards application materials to EPA.

Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. OAR-2002-0092, which is available for public viewing at the Air and Radiation Docket and Information Center in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the Air and Radiation Docket and Information Center is (202) 566-1742. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. (OAR-2002-0092) and OMB control number (2060-0347) in any correspondence.